



Dr. David Clendening  
Superintendent

Dr. Brooke Worland  
Assistant Superintendent

Ms. Tina Jobe-Gross  
Chief Financial Officer

Mr. Matt Sprout  
Director of Technology

Mr. Jeff Sewell  
Director of Operations

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Applicants must apply on-line at [www.franklinschools.org](http://www.franklinschools.org)

**POSITION:** Cub Academy Preschool Assistant Substitute

**LOCATION:** Cub Academy – Needham, Northwood, Union & Webb

**NUMBER OF HOURS PER DAY:** 5.5 hours per day (6:30 am – 12pm or 12pm – 5:30pm)

**DUTIES:** See attached

**REQUIREMENTS:** See attached

**SALARY:** Based on experience – starting at \$11.70 hourly

**POSITION BEGINS:** Immediately

**APPLICATION DEADLINE:** Open until filled

**CONTACT:** Mrs. Katie Smith, Cub Academy Director - [smithk@franklinschools.org](mailto:smithk@franklinschools.org)

Dr. David Clendening  
SUPERINTENDENT

All applicants considered for hire after July 1, 2009 must obtain a criminal history background check subject to I.C. 20-26-5-10. This background check must be completed through the Indiana State Police prior to receiving an offer of employment with the cost being borne by the applicant. If selected for an interview, additional information will be provided at the time of interview.'

The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation environment.

**FRANKLIN COMMUNITY SCHOOL CORPORATION**  
**Cub Academy Preschool Assistant**  
**Job Description**

**Job Title:** Cub Academy Preschool Assistant  
**Department:** Preschool  
**Supervised by:** Cub Academy Coordinator

**Number of Days Per Year:** 180

**Duties:** Franklin Community School Corporation's Preschool Assistant will support the implementation of curriculum, maintain the learning environment, and support children in their development of daily living skills under the supervision of the Preschool Instructor. The full job description is available upon request.

**Responsibilities:**

- Assist students in whole group, small groups and one-on-one instruction
- Support the instructor with preparation for the daily activities
- Assist teacher and students in various locations throughout the school day, (i.e. restroom breaks, hallway, cafeteria, and the playground.)
- Assist teacher with classroom management
- Support the instructor with the academic, social, physical and emotional needs of the children
- Support school rules and have knowledge of the school handbook
- Be proactive in matters relating to health and safety
- Possibility of assisting children in the restroom/bathroom skills
- Assist Instructor and/or Coordinator with clerical duties as needed
- Communicate effectively and professionally with parents and staff
- Supervision of students at all times

**Note:** The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.