

Nettle Creek School Corporation

Vacancy Notice: Instructional Assistant- In School Suspension

Nettle Creek School Corporation Superintendent, Mrs. Emily Schaeffer, has announced a vacancy notice for the position of Instructional Assistant for Hagerstown Junior-Senior High School. The position will supervise our In School Suspension students. This is a 15 hour a week position for the 2023-24 school year.

Qualifications:

- Indiana Substitute Permit is preferred, but not required.
- Experience working with kids is preferred.
- Attention to detail, dependability, and a strong work ethic.
- Successful candidate must demonstrate strong classroom management skills.

Job Duties:

- Primary responsibility is to serve as an In School Suspension Supervisor.
- Duties could range from student supervision to working academically with students.

Salary & Terms of Position:

- This position will be paid \$14.03 per hour for 15 hours per week.
- The actual hours worked each day will be set by the building principal (or designee) and will not exceed 15 hours per week.

Application Process:

- Send an email to Mrs. Emily Schaeffer, Superintendent (eschaeffer@nettlecreek.k12.in.us) and Mr. Josh Hallatt, Principal (jhallatt@nettlecreek.k12.in.us).
- Please also complete our online application found at <https://form.jotform.com/223483613241046>
- Please indicate 'instructional assistant' as the position you are seeking.

Timeline:

- Vacancy posted on Thursday, November 30, 2023.
- Vacancy notice emailed to all teachers in the Nettle Creek Schools on November 30, 2023.
- Successful candidate will begin as soon as possible.