

# Nettle Creek School Corporation

## Vacancy Notice: Instructional Assistant

Nettle Creek School Corporation Superintendent, Mrs. Emily Schaeffer, has announced a vacancy notice for the position of Instructional Assistant for Hagerstown Elementary School. This is a 29 hours a week position for the 2024-25 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.

### **Job Duties:**

- Primary responsibility is to serve as a substitute teacher in any subject area.
- If there is no substitute teaching assignment, the duties are as assigned by the building principal or designee.
- Duties could range from student supervision to working academically with small groups of students.

### **Salary & Terms of Position:**

- This position will be paid \$14.03 per hour for 29 hours per week.
- The actual hours worked each day will be set by the building principal (or designee) and will not exceed 29 hours per week.

### **Application Process:**

- Send an email to Mrs. Tiffany Hokey, HES Principal (thokey@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.