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 2026-2027 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 an instructional assistant in any subject area.
- Duties could range from student supervision to working academically with small groups of students.

Salary & Terms of Position:

- This position will be paid $14.45 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. Belinda Locke, HES Principal (blocke@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.
- Successful candidate will begin as soon as possible.