Applicants must apply on-line at www.franklinschools.org

DATE: January 10, 2020

POSITION: Cub Academy Preschool Assistant (PM)

LOCATION: Cub Academy Northwood

NUMBER OF HOURS PER DAY: 5 hours per day (Tuesdays & Thursdays; 12pm - 5pm)

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.

REQUIREMENTS: Minimum of 2 years of study at an institution of higher education or have successfully completed the Para Pro assessment. A valid Indiana teaching license and/or degree is preferred.

BENEFITS: N/A

SALARY: $11.14 hourly

POSITION BEGINS: Immediately

APPLICATION DEADLINE: Open until filled

CONTACT: Mrs. Katie Smith, Cub Academy Director - 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.

Franklin Community Schools is an equal opportunity employer and does not discriminate on the basis of age, race, color, religion, gender, handicapping conditions, or national origin, including limited English proficiency. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.
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.

Requirements: Minimum of 2 years of study at an institution of higher education or have successfully completed the Para Pro assessment. A valid Indiana teaching license and/or degree is preferred.