



Dr. David Clendening
Superintendent

Dr. Brooke Worland
Assistant Superintendent

Ms. Tina Jobe
Chief Financial Officer

Mr. Matt Sprout
Executive Director of Technology

Mr. Benji Betts
Executive Director of Operations

Vacancy Notice

Applicants must apply online at www.franklinschools.org

POSITION: Franklin Academy Assistant

LOCATION: Franklin Community High School

NUMBER OF DAYS PER YEAR: 184 days per year

NUMBER OF HOURS PER DAY: 6 hours per day

DUTIES: See attached.

REQUIREMENTS: See attached.

BENEFITS: Per the Classified Staff Handbook – available on the 1st day of the month following 60 days of employment

SALARY: Based on experience – starting at \$ 15.88 per hour

POSITION BEGINS: Immediately

APPLICATION DEADLINE: Open until filled

CONTACT: Mr. Steve Ahaus, Principal – ahauss@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, 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
Franklin Academy Assistant
Job Description

Job Title: Franklin Academy Assistant
Reports to: Building Administration
Location(s): Franklin Community High School

Responsibilities:

- Provide accommodations and support to students as outlined in their Individualized Education Programs.
- Provide online academic support using the APEX curriculum
- Supervise in-person and virtual students and maintain effective classroom management and discipline.
- Develop appropriate, supportive relationships with students
- Track and monitor student data, including attendance, progress, and discipline.
- Communicate to administration and teachers about student progress or discipline issues.
- Maintain a high level of ethical behavior and confidentiality of information about students.
- Participate and attend in-service training programs as assigned.
- Performs all other duties assigned by the building principal or designee.

Qualifications:

- High school diploma or equivalent
- The preferred candidate will have experience working with high school-aged children.
- The preferred candidate will have the ability to work collaboratively and cooperatively.
- The preferred candidate will have proven planning, organization, and time management skills.