

# ADAMS CENTRAL COMMUNITY SCHOOLS

222 West Washington Street, Monroe, IN 46772 • Phone: 260-692-6193

## OFFICE OF THE SUPERINTENDENT

Mr. Joel D. Mahaffey



Dawn Cook  
Corporation Treasurer

Arnita Heyerly  
Director of Human Resources

Kelli Fuhrmann  
Secretary to Superintendent

---

## Notice of Vacancy

**Date:** June 11, 2021

**Position:** Elementary Classroom Aide – 6-part time positions available

**Starting Date:** August 10, 2021

### Qualifications:

- High School Diploma
- Completed 2 years of college or able to pass Parapro test
- Communication skills required for school environment

### Essential Functions:

- Effectively assist classroom teacher in the provision of services and support to students
- Assists and works with students who need additional instruction either in small groups or with one student at a time
- Access and work with students at all different academic levels at any given time
- Ability to motivate students to learn
- Must be able to maintain confidentiality at all times
- Able to stand for a long period of time; willing to help with lunch and recess duty
- Other duties assigned by the Principal and/or the Superintendent

**Immediate Supervisor(s):** Mrs. Mary McCullough, Elementary Principal



**Inspiring and Empowering Students to Succeed**

**Terms of Employment:**

- Hourly rate position
- 4 days a week – 29 hours/week
- 3-year assignment

**Posting Deadline:**

Those interested in applying for this position may do so by submitting an application (the application for a non-certified position can be found on [www.accs.k12.in.us](http://www.accs.k12.in.us)), cover letter, resume, and three (2) current letters of recommendation to:

*Adams Central Community Schools  
Attn: Director of Human Resources  
222 West Washington Street  
Monroe, IN 46772*

- Submission of materials may also be sent via email at: [hr@accs.k12.in.us](mailto:hr@accs.k12.in.us)
- For consideration, all materials must be received by June 25, 2021.



---

**Inspiring and Empowering Students to Succeed**