

# ADAMS CENTRAL COMMUNITY SCHOOLS

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

## OFFICE OF THE SUPERINTENDENT

Joel D. Mahaffey

Dawn Cook, Corporation Treasurer  
Annette Schwartz, Deputy Treasurer



Arnita Heyerly, Director of Human Resources  
Shar Byerly, Secretary to the Superintendent

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## Notice of Vacancy

**Date:** August 9, 2023      **Deadline to Apply:** August 14, 2023 or until filled

**Position:** Elementary Special Needs Classroom Aide – 2 positions available

**Essential Functions of the Position:** Effectively assist certified staff in the provision of special education services and support to students. Assistance in areas that relate to personal, physical, social and instructional needs of a student. The candidate will assist students in one-on-one and/or small group settings. Able to lift up to, but not limited to 50 lbs. Communication skills required for school environment. Other duties as assigned by the teacher, immediate supervisor or superintendent. Preference will be given to candidates with prior experience. This position is 5 days a week/ approx. 7 hours a day, but will have a scheduled day off once a month.

**Immediate Supervisor:** Mrs. Mary McCullough, Elementary Principal

Those interested in applying for this position may obtain an application through the Adams Central Community Schools website: [www.accs.k12.in.us](http://www.accs.k12.in.us) and submitting the application, a letter of interest, and two (2) letters of recommendation to: Adams Central Community Schools, Attn: Director of Human Resources, 222 W. Washington Street, Monroe, IN 46772 or email: [hr@accs.k12.in.us](mailto:hr@accs.k12.in.us).

Adams Central Community Schools is committed to equal opportunities for all. It does not discriminate on the basis of race, color, religion, national origin, sexual orientation, gender identity, disability, or age in its programs, activities, and employment practices (Board Policy Section 5000).



Inspiring and Empowering Students to Succeed