



# Clarksville Middle School • Home of the Generals

101 Ettl Lane, Clarksville, Indiana 47129

Dr. Nikki Bullington, Principal • Mr. Dan Butler, Assistant Principal

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## ~ NOTICE OF VACANCY ~

### ***ML Instructional Assistant/Interpreter***

**School:** Clarksville Middle School

**Period of Time:** Full time position for the 2024-2025 school year.

**Qualification:**

- Fluent oral and written communication skills in English and Spanish.
- Must have 30 or more hours of post-secondary credit or complete and pass the para-pro exam

**Duties:**

- Work with students individually, in small groups, and in classrooms
- Maintain appropriate documentation of services
- Cover ML classes when needed
- Participate in training relevant to the students' needs
- Collaborate and communicate with parents and community regarding the ML program and services
- Interpretive services for families needing assistance with communication with staff
- Translate necessary documents
- Possess proficiency in use of Microsoft Office/Google
- Assist with various duties and supervision
- The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the Corporation
- Other duties as assigned by ML Teacher or School Administration

**Salary:** \$19.50 per hour, 8 hours per day, 184 days

Resumes will be accepted until the position is filled. Applicants must email a resume and application Dr. Nikki Bullington at [nbullington@clarksvilleschools.org](mailto:nbullington@clarksvilleschools.org)

It is the policy of the Clarksville Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, limited English proficiency, age or handicapping conditions in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and Title VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

**Date:** May 7, 2024