



# Eastbrook Community Schools

*Engage · Achieve · Serve*

## NOTICE OF VACANCY

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**Position Title:** Special Education Aide

**Location:** Eastbrook High School

**Effective Date:** January 3, 2022

**Application Deadline:** Until Filled

**Hours:** 29.5 hours per week

**Pay Rate:** \$14.10/ hour

### **Qualifications:**

ParaPro Certificate (or willingness to obtain certificate) or Minimum of 60 college credit hours; experience in working with students with learning and/or emotional disabilities is preferred.

### **Responsibilities:**

- Assist and support teacher and other school personnel in the implementation of daily student programming
- Tutor individuals or groups of students as directed by the special education teacher and/or classroom teacher
- Ability to assist students with basic math and writing skills
- Supervise students and assist teachers in a variety of classroom/school settings
- Maintain and respect student and school confidentiality
- Assist and supervise students in a calm, respectful manner
- Attend to the safety and well-being of the students
- Assist in the implementation of behavior management techniques/plans as directed by the teacher
- Provide clerical assistance to the teacher in preparation of materials, maintenance of classroom records, and other specific tasks

If you are an interested, potential candidate and would like to apply for the Special Education Aide position, please mail an application to: *Anne Golitko, Special Education Director, Eastbrook High School, 560 S 900 E, Marion, IN 46953* or email: [agolitko@eastbrook.k12.in.us](mailto:agolitko@eastbrook.k12.in.us)

Support staff applications can be found online at: [Employment – Eastbrook Community Schools](#)

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