



Eastbrook Community Schools

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NOTICE OF VACANCY

Position Title: Temporary Preschool Aide

Location: Eastbrook North Elementary

Effective Date: Approximately January 3, 2022 - March 18, 2022

Application Deadline: Until Filled

Qualifications:

Minimum of high school diploma or general equivalency diploma (GED)

ParaPro Certificate (or willingness to obtain) or minimum of 60 college credit hours

Responsibilities:

- Present subject matter to students, utilizing a variety of methods and techniques
- Assist and support teacher and other school personnel in the implementation of daily student programming
- Tutor individual or groups of students as directed by the teachers
- Monitor student progress and record relevant data to assess progress
- 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
- Demonstrate the ability to follow directions with a positive attitude
- Ability to effectively utilize technology and learn new computer programs
- Currently hold or be willing to acquire training for specific intervention or enrichment programs
- Be able to lift 10-20 pounds and stand for extended periods of time
- Other duties as assigned

If you are an interested, potential candidate and would like to apply for the Temp Preschool Aide position, please email an application to: *Mr. Chris McKim, Principal, Eastbrook North Elementary School*: cmckim@eastbrook.k12.in.us

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

Eastbrook Community Schools Corporation
560 S 900 E, Marion, IN 46953
Phone: (765) 664-0624 Fax: (765) 664-0626
www.eastbrook.k12.in.us