



Adrienne Goldman, Principal
Matt Pait, Assistant Principal
Christine Allred, Director of Guidance
Levi Carmichael, Athletic Director

~ NOTICE OF VACANCY ~
ELL Instructional Assistant/Interpreter

School: Clarksville High School

Period of Time: Full time position for the 2021 - 2022 school year. Grant funded position for two school years.

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 ELL classes when needed
- Participate in training relevant to the students' needs
- Collaborate and communicate with parents and community regarding the ELL 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 ELL Teacher or School Administration

Salary: Per ELL Salary Schedule

Resumes will be accepted until the position is filled. Applicants must email a letter of interest, resume, application, and transcripts to Adrienne Goldman, CHS Principal, at agoldman@clarksvilleschools.org

Note: Application can be found by clicking [HERE](#).

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 19, 2021