



Adrienne Goldman, Principal  
Matt Pait, Assistant Principal  
Amanda Carmichael, Dean of Students  
Christine Allred, Director of Guidance  
Jill Sammons, Counselor  
Levi Carmichael, Athletic Director

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## **~ NOTICE OF VACANCY ~** ***Student Support Assistant***

**School:** Clarksville High School

**Period of Time:** Full time position for the 2023-2024 school year.

**Qualification:**

- High School Diploma
- Ability and willingness to work with all students.
- Experience in assisting students in the areas of self-discipline and academic studies
- Willingness to work with team of administrators, classroom teachers and staff

**Duties:**

- Work with students in In-School Suspension, lunch and after school detentions, and in the classroom setting.
- Maintain organized process for collecting and returning student work to teachers in a timely manner.
- Assist with input of attendance and discipline data and information in Infinite Campus.
- Track progress of students in credit recovery courses.
- Ensure students complete online educational courses assigned by administration.
- Provide classroom coverage as needed.
- Assist with various supervisory duties.
- Other duties as assigned by administration

**Salary:** Instructional Assistant 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](mailto:agoldman@clarksvilleschools.org)

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

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Date: **June 6, 2023**