



101 Ettel Lane  
Clarksville, Indiana 47129  
812. 282.8235 (office)  
812.280.5004 (fax)

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**~ NOTICE OF VACANCY ~**  
**Special Education Paraprofessional**

**School:** Clarksville Middle School

**Period of Time:** Full time position for the 2025 - 2026 school year.

**Qualification:**

1. Must have 30+ hours of post-secondary credit OR pass the paraprofessional exam.
2. Ability to work with special needs students using best practice strategies for academic, behavioral and social-emotional support.
3. Ability to effectively collaborate with administration, special education teachers, classroom teachers and other support staff.
4. Possess proficient skills in the area of Microsoft Office/Google.
5. Must work within the administrative framework as outlined by the Principal and/or her designee.

**Duties:**

1. Support Learning: Reinforce lessons and provide academic support to students with IEPs in one-on-one or small group settings.
2. Assist with Behavior: Help students stay regulated and focused using behavior strategies provided by the teacher or team.
3. Promote Independence: Encourage students to do tasks on their own, offering support only as needed.
4. Aid Classroom Flow: Help with transitions, prepare materials, and assist with classroom routines.
5. Ensure Safety: Supervise students and follow all safety, medical, and behavior plans carefully.
6. Communicate & Collaborate: Share student observations with staff and maintain professionalism and confidentiality.
7. Support Inclusion: Help students participate in general education settings and foster positive peer interactions.

**Salary:** Schedule as adopted for the 2025 - 2026 school year.

Resumes will be accepted until the position is filled. Applicants must email a letter of interest, resume, and application to Dr. Nikki Bullington, CMS Principal, at [nbullington@clarksvilleschools.org](mailto:nbullington@clarksvilleschools.org). The application can be found on the corporation website at [www.clarksvilleschools.org](http://www.clarksvilleschools.org).

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**Date:** June 02, 2025