



NORTH WHITE SCHOOL CORPORATION

Dr. Robert Klitzman - Interim Superintendent Mrs. Karen Pfladderer – Corporation Secretary
Mr. W. Dean Cook –Dir of Trans/Bdgs/Grnds Mrs. MariAnne Rowlands – Transportation Secretary
Mrs. Emma Conwell –Treasurer

402 E Broadway St – Monon, Indiana 47959 – (219) 253-6618 – Fax (219) 253-6488

July 31, 2019

ANNOUNCEMENT OF VACANCY

North White Middle-High School
EL Instructional Assistant (Hourly Rate: \$15.00/35 hours a week)

Non-Certified Position

**Qualifications: Two years from an Accredited College
or Successful Completion of Para-Professional Assessment Test.**

Responsibilities of the Position Include:

- Bilingual Spanish required (native speaker level in speaking, reading, writing, and understanding)
- Receiving phone calls from parents to relay information to school officials
- Making phone calls to parents on behalf of school employees
- Translating documents to send home
- Assisting teachers with non-English speaking students
- Interpreting for school staff when non-English speaking parents come into the school
- Interpreting for conferences (case conferences, parent/teacher conferences, student/teacher conferences, etc.)
- Other duties as assigned by principal
- A limited number of evenings will be required but advance notice will be given

APPLICATION DEADLINE: August 7, 2019

Interviews will begin as applications are received. These positions may be filled prior to the August 7, 2019 deadline.

Return Application Materials to:

Scott VanDerAa, Principal

305 E. Broadway St.
Monon, IN 47959

Phone: (219) 253-6638

Fax: (219) 253-7004

svanderaa@nwhite.k12.in.us

North White School Corporation is committed to equal opportunity. Educational services, programs, instruction, and facilities will not be denied to anyone on the basis of age, race, color, gender, handicapping condition, or national origin, including limited English proficiency. For further information, clarification, or the name of the Title IX/Sexual Harassment Compliance Officer, please contact:

*Superintendent:
402 E Broadway St.
Monon, Indiana 47959
219-253-6618*