

CRAWFORDSVILLE COMMUNITY SCHOOL CORPORATION

Title of Position/Location:

Special Education Assistant – Temporary Position at CMS

Effective Date of Posting:

10/31/24

Application Instructions:

Complete online non-certified staff application. Send information to West Central Special Services Cooperative, ATTN: Angela Ludlum

Application Deadline:

Until filled

Job Description:

Assist special education teacher with instruction and supervision of students from November 7 2024 - January 7, 2025

Job Requirements:

Special education assistants are an integral part of the special education program at Nicholson School. In order to fulfill our goal of providing support and supervision for our students, it is essential that aides are able to do all of the following:

- **Lift 50 lbs**
- **Standing/walking for an extended amount of time**
- **Be able to stand from sitting on the floor multiple times a day**
- **Assist children with eating and drinking**
- **Assist classroom teacher with one-on-one and small group instruction**
- **Assist with the preparation of any classroom materials**
- **Supervise students at all times they are present in the building (classroom, restrooms, cafeteria, busses, etc.)**
- **Diapering**
- **Any other assigned duties**

Certification Requirements or Job Qualifications:

Associate's Degree or higher level of education or Qualifying score on the Praxis ParaPro exam, or substitute license

Position Start Date:

November 7, 2024 (temporary through January 7, 2025)

Contact Information: (Name, Address, Phone, Fax, Email)

**Angela Ludlum 305 E Chestnut St, Crawfordsville, IN 47933, 765-362-4022 ex 7101,
aludlum@cville.k12.in.us**

Posting Requested by:

Date:

Angela Ludlum	10/28/24
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Central Office Approval:

Date:

Dr. Brent Bokhart, Assistant Superintendent	10/30/24
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