

ADAMS CENTRAL COMMUNITY SCHOOLS

222 West Washington Street, Monroe, IN 46772 • Phone: 260-692-6193

OFFICE OF THE SUPERINTENDENT

Joel D. Mahaffey

Dawn Cook, Corporation Treasurer
Annette Schwartz, Deputy Treasurer



Arnita Heyerly, Director of Human Resources
Shar Byerly, Secretary to the Superintendent

Notice of Vacancy

Date: September 7, 2023

Deadline to Apply: September 15, 2023 or until filled

Position: PreK Instructional Assistant

Starting Date: September 25, 2023

Essential Functions of the Position: Effectively assist PreK Instructor in the provision of services and support to students. Assistance in areas that relate to personal, physical, social and instructional needs of students. Communication skills required for school environment. Other duties as assigned by the instructor, immediate supervisor or superintendent. Preference will be given to candidates with prior experience. This position is 5 days a week with a scheduled day off once a month to not exceed average of 29 hours a week.

Immediate Supervisor: Mrs. Mary McCullough, Elementary Principal

Those interested in applying for this position may obtain an application through the Adams Central Community Schools website: www.accs.k12.in.us and submitting the application, a letter of interest, and three (3) current letters of recommendation to: Adams Central Community Schools, Attn: Director of Human Resources, 222 W. Washington Street, Monroe, IN 46772 or email: hr@accs.k12.in.us.

Adams Central Community Schools is committed to equal opportunities for all. It does not discriminate on the basis of race, color, religion, national origin, sexual orientation, gender identity, disability, or age in its programs, activities, and employment practices (Board Policy Section 5000).



Inspiring and Empowering Students to Succeed