

# 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  
Lilly Mitchel, Secretary to the Superintendent

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## Notice of Vacancy

**Date:** December 1, 2023

**Deadline to Apply:** December 11, 2023 or until filled

**Position:** 3<sup>rd</sup> Grade Teacher – Long Term Sub

**Approximate Date Range of Leave:** March 8, 2024 – May 22, 2024

**Essential Functions of the Position:** This is a long term substitute position to fill in for a maternity leave. Candidate must be able to plan and coordinate lessons, activities and assessments for 3<sup>rd</sup> grade students. Work collaboratively with all teachers, administrators, and staff. Other duties as assigned by the principal and/or Superintendent.

**Immediate Supervisor:** Mrs. Mary McCullough, Elementary Principal

Those interested in applying for this position may do so by obtaining an application through the Adams Central Community Schools website:

[www.accs.k12.in.us](http://www.accs.k12.in.us) and submitting a letter of interest, resume, three (3) current letters of recommendation, official college transcript(s) and one example of your work to: Adams Central Community Schools, Attn: Human Resources, 222 West Washington St., Monroe, Indiana 46772 or email: [hr@accs.k12.in.us](mailto: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