

## Instructional Aide Position

The Johnsonburg Area School District is seeking applicants for an Instructional Aide position effective immediately. This position requires a High School Diploma and a high level of confidentiality. Job duties include: Keeping records associated with the instructional process and student behavior, relate well and in a positive manner with the students, monitor behavior of students and keep students on task, perform such other duties as assigned by teacher, principal or Supervisor of Special Education. All PA School Code requirements for employees are necessary for this position. These requirements can be found on the district website under – Community – Job Openings – Employment Information – Learn more. Send:

- 1.) Cover letter
- 2.) Completed application\*\* (non-teaching application available on website)
- 3.) Resume
- 4.) Clearances
- 5.) PA School Code Requirements for Employees

Send completed applications to:

Suzanne Wolfe  
sbuck@johnsonburgasd.net  
Personnel/Payroll  
315 High School Road  
Johnsonburg, PA 15845

Applications due Friday, February 3<sup>rd</sup> by NOON

EOE