

# *Benjamin Franklin Elementary School*

## **NOTICE OF VACANCY**

**(Internal and External Posting)**

**POSITION TITLE:** Part-Time Title I Para-Professional

**SUBMIT:** Required on-line application

**APPLY TO:** <http://www.applitrack.com/vesc/onlineapp/>

**Mrs. Melissa Pancake, Principal  
Franklin Elementary School  
2600 Wabash Avenue  
Vincennes, IN 47591  
[pancakem@vesc.k12.in.us](mailto:pancakem@vesc.k12.in.us)**

**PLEASE INCLUDE:** Application, Letter of Interest, Resume, Transcripts or Para-Pro Results

**LICENSE REQUIRED:** 60 College Credits or Passing Score on Para-Pro at applicant's expense

**TRAITS & SKILLS:** Applicant must have strong oral and written communication skills; organizational/detail skills, work well with others, and classroom management skills

### **APPLICATION**

**DEADLINE:** January 24, 2017 or until filled

#### **CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY**

In accordance with Title VI, VII, IX, ADA and Section 504, Franklin Elementary School, and the Vincennes Community School Corporation, is committed to equal opportunity and does not discriminate on the basis of age, race, color, sex (including transgender status, sexual orientation and gender identity), handicapping conditions, or national origin, including English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.