



# Northside Independent School District

## DEPARTMENT OF HUMAN RESOURCES

POSTING NUMBER: 0705004

### GENERAL EMPLOYMENT NOTICE

#### CLASSROOM AIDE VACANCIES Adult & Community Education Department (Potential Openings)

Potential vacancies may exist throughout the course of the employment year in the following area:

- **Adult Education Program**

This program consists of classes in English for Speakers of Other Languages (ESOL), basic reading and math skill sessions, General Education Development (GED) sessions, and work readiness sessions for adults wanting to upgrade academic and basic work related skills to improve employment opportunities. Some daytime schedules available but majority are evening schedules (e.g., 6 p.m. to 9 p.m.).

Applications are accepted year-round, persons interested in such possible vacancies are encouraged to complete and submit an Auxiliary/Classified pre-employment application and other required paperwork. **PLEASE INDICATE ON THE APPLICATION THE ABOVE JOB POSTING NUMBER.** Identified below are the MINIMUM QUALIFICATIONS for the position; however, additional qualifications may be required depending upon the type of specific position.

#### **CLASSROOM AIDE**

- High School Diploma or General Equivalency Diploma (GED)
- Experience working in a classroom setting helpful
- Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.

#### **PHYSICAL DEMANDS/WORKING CONDITIONS**

Lifts 5–10 pounds frequently, 10–50 pounds occasionally, more than 50 pounds infrequently. Maintain emotional control under stress. Moderate walking, standing, stooping, kneeling, bending, twisting. Work indoors and outdoors in varying climate conditions. Subject to visual acuity, speech/hearing, hand/eye coordination and manual dexterity. May be required to work more than 40 hours during the workweek.

**REPORTS TO:** Program Coordinator

**TYPE OF ASSIGNMENT:** Part-Time, Non-Exempt

**MINIMUM DAILY RATE:** Based on subject assisting and previous related experience

**WORK DAYS:** Varies

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**Internal Applicants** – Submit a [Job Match Profile](#) form (click on link or available in Human Resources Office.)

**External Applicants** – Submit a completed [Application for Auxiliary and Classified Employment](#) and [Job Match Profile](#) form (click on link or available in Human Resources.) ALSO copies of required credentials to support the qualifications as posted in the job announcement must be submitted to Human Resources at time of application.

*Only those persons who meet the minimum qualifications as posted, and submit a completed application for employment, with supporting credentials will be considered for the position. The complete application packet should be submitted/mailed to:*

Northside ISD  
Human Resources  
5617 Grissom Road  
San Antonio, TX 78238