



Northside Independent School District

DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: 0607013

GENERAL EMPLOYMENT NOTICE

ECC CHILDCARE WORKER

ECC Program Campuses
(Potential Openings)

*****All applicants must complete the accompanying Job Match Profile for full consideration*****

MINIMUM QUALIFICATIONS

- High School Diploma or General Equivalency Diploma (GED)
- Experience working with youth in public schools, church related schools, day camps, private schools, licensed day care centers or other approved settings
- Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES

- Ability to read, write, and communicate in English
- Ability to communicate effectively with diverse groups of individuals in a professional manner
- Knowledge of CPR and first aid procedures (preferred)

***** Selected applicants may be required to test in specialized fields and/or to demonstrate skills by completing job simulations.**

ESSENTIAL FUNCTIONS

1. Assist children with possible diapering, toileting, hygiene, and lifting.
2. Assist in maintaining student records and provide feedback as requested by teacher.
3. Conduct instructional activities outlined by teacher and works with students to develop various skills.
4. Assist with supervision of students with instruction or activities that may fall within or outside the classroom environment.
5. Follow district guidelines in maintaining classroom management, discipline and confidentiality.
6. Participate in required staff development training program, faculty meetings, special events, and district sponsored activities.
7. Assist with the preparation of instructional materials and classroom displays.
8. Follow guidelines for parent pick up.
9. Communicate effectively with parents.
10. Perform other duties as assigned.

REPORTS TO: Classroom Teachers

TYPE OF ASSIGNMENT: Part-Time (3.5 hours daily)

MINIMUM HOURLY RATE: \$10.00

WORK DAYS: 187

PAY GRADE: E1B

NOTE: *Individuals recommended for hire to an Instructional Assistant position or any other position requiring SBEC certification will be required to submit appropriate application and fee to obtain certification.*

NORTHSIDE INDEPENDENT SCHOOL DISTRICT OFFERS EXCELLENT FRINGE BENEFITS!

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

rev. 06-08 PL

5617 Grissom Road * San Antonio, Texas 78238 * (210) 397-8600
EQUAL OPPORTUNITY EMPLOYER