



Northside Independent School District

DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: 0808011

JOB ANNOUNCEMENT

SITE LEADER

Adult and Community Education Department
Elementary and Middle School Campuses
(Potential Openings, Applicant Pool)

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

MINIMUM QUALIFICATIONS

- High School Diploma or General Equivalency Development (GED) certification
- Associate's degree or 48 hours of college coursework from an accredited college/university (preferred)
- One (1) year experience working in after school programs
- Current Cardio-Pulmonary Resuscitation (CPR) Certification and First Aid certification
- Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of after school programming and working with youth
- Skill in working with a diverse group of staff, students and families
- Excellent communication skills
- Ability to operate a computer and digital camera

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

ESSENTIAL FUNCTIONS

1. Assist with the supervision of Learning Tree After School program at designated campus.
2. Plan academic, enrichment and recreational activities to ensure the development of youth through comprehensive and age-appropriate lessons.
3. Maintain open and timely communication with supervisor, parents, administrators and district personnel.
4. Ensure compliance in all areas is met or promptly reported to After School Program Specialist.
5. Prepare and maintain program paperwork.
6. Perform other duties assigned within the scope of responsibility and requirements of the job.

REPORTS TO: After School Program Specialist

TYPE OF ASSIGNMENT: Part-Time, Non-Exempt

MINIMUM HOURLY RATE: \$15.00

WORK HOURS: Varied*

* For any questions regarding the working hours and locations for this position please call Ester Buendia at 397-8102.

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. 04-08 PL

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