



# HARLANDALE INDEPENDENT SCHOOL DISTRICT

*"A family working together"*

## **JOB ANNOUNCEMENT**

### **INFORMATION SYSTEM PROCESSOR OPERATOR**

*Harlandale High School*

#### **Posting Date**

July 3, 2018

**OPEN UNTIL FILLED**

**NUMBER OF DAYS EMPLOYED:** 220

**WORKING HOURS:** 7:30 A.M. – 4:00 P.M.

**PAYGRADE:** 5

**HOURLY RATE RANGE:** \$15.29-\$22.47

**POSITION SUMMARY:** This position is responsible for data processing of student grades, demographic information, schedules, teacher timetables and other related data.

**REPORTS TO:** Campus Principal

#### **MINIMUM SKILLS/QUALIFICATIONS:**

1. High School Diploma or GED
2. Minimum 3 years clerical experience
3. Minimum of 45-50 wpm typing
4. Experience in computer operations
5. Above average oral and written communication skills
6. Experience in operating basic office equipment

#### **PLEASE SUBMIT THE APPROPRIATE DOCUMENTS TO:**

Elias Hernandez, Human Resources Coordinator  
Harlandale Independent School District  
102 Genevieve  
San Antonio, Texas 78214-2997

#### **APPLICATION PROCEDURES:**

- District Employees – letter of interest and resume
- Out-of-District applicants must submit a complete on-line application, letter of interest and resume

Applicants chosen for an interview will be contacted about the date and time. For further information regarding a detailed job description, contact Elias Hernandez, Human Resources Coordinator at (210) 989-4410.

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, disability or any other legally protected status.

WORKING DAYS, WORKING HOURS, DUTY ASSIGNMENT AND JOB LOCATIONS ARE SUBJECT TO CHANGE  
*EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER*

#### **The following person has been designated as the Title IX Coordinator:**

**Diana Tudyk, Executive Director of Human Resources**

102 Genevieve  
San Antonio, TX 78214  
(210) 989-4410