



HARLANDALE INDEPENDENT SCHOOL DISTRICT

"A family working together"

JOB ANNOUNCEMENT

IN-SCHOOL SUSPENSION ASSISTANT *Harlandale Middle School*

Posting Date
July 10, 2018

NUMBER OF DAYS EMPLOYED: 187
WORKING HOURS: 8:00 A.M. – 4:30 P.M.

PAYGRADE: 3
HOURLY RATE RANGE: \$12.75 - \$18.73

POSITION SUMMARY: Assists campus personnel in the supervision and preparation of lessons or activities that reflect accommodations, modifications, or strategies for individual student differences including, but not limited to, Limited English Proficiency, disability, migrant status or factors identifying students as at risk of academic failure or dropping out.

REPORTS TO: Campus Principal

MINIMUM SKILLS/QUALIFICATIONS:

1. High School Diploma or GED
2. Must have 48 college hours that meet NCLB compliance or successful completion of R20 T.O.P. program
3. Meet criteria to qualify for TEA Certification as an Educational Aide
4. Good computer and typing skills
5. Above average oral and written communications skills
6. Physical and emotional ability to intervene effectively with students in behavioral crisis situations
7. Certified in crisis prevention and intervention or will obtain certification within the school year
8. Ability to work with parents and students in home settings

PLEASE SUBMIT THE APPROPRIATE DOCUMENTS TO:

Mr. Elias Hernandez, Human Resources Coordinator
Harlandale Independent School District
102 Genevieve
San Antonio, Texas 78214-2997
(210) 989-4410

APPLICATION PROCEDURES:

- District Employees must submit a complete letter of interest and resume
- Out-of-District applicants must submit a complete on-line employment application, letter of interest, resume and copy of college transcript or Region 20 T.O.P. Certificate

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. **Deadline to apply will be July 25, 2018 at 4:30 p.m.**

WORKING DAYS, WORKING HOURS, DUTY ASSIGNMENT AND JOB LOCATIONS ARE SUBJECT TO CHANGE

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. 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, Texas 78214
(210) 989-4410