



HARLANDALE INDEPENDENT SCHOOL DISTRICT

"A family working together"

JOB ANNOUNCEMENT

TEACHER ASSISTANT

Rayburn Elementary

Posting Date

July 11, 2018

NUMBER OF DAYS EMPLOYED: 187

WORKING HOURS: 7:30 A.M. – 4:00 P.M.

PAYGRADE: 1

HOURLY RATE RANGE: \$11.15 - \$16.35

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 of dropping out.

REPORTS TO: Campus Principal

MINIMUM SKILLS/QUALIFICATIONS:

1. Must have a 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. Minimum of 30 wpm typing
5. Ability to perform basic computer operations
6. Ability to operate basic office and educational equipment
7. Good oral and written communication skills
8. Good organizational skills
9. Meet the physical requirements of the position description

PLEASE SUBMIT THE APPROPRIATE DOCUMENTS TO:

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

APPLICATION PROCEDURES:

- District Employees – letter of interest and resume
- Out-of-District applicants must submit a complete employment application online, 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 is Thursday, July 26, 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, TX 78214

(210) 989-4410