



Cypress-Fairbanks Independent School District

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

DATA ENTRY CLERK – HOMELESS LIAISON TXHEARRA/TEXSHEP GRANT JOB NUMBER 3265

QUALIFICATIONS:

1. High School Diploma or GED equivalent.
2. Proficient in applied technology (MS Word and Excel).
3. Proficient in general office skills, with strong emphasis in word processing and spreadsheets/databases.
4. Demonstrated effective communication skills with parents, students and school staff.
5. Demonstrated ability to work with a diverse population.
6. Demonstrated personal integrity and ability to maintain confidentiality.
7. Competency on CFISD proficiency test. (Score of **80** or above and a minimum of **45** wpm typing skills).

SALARY: Clerical/Technical 42 - \$18,907 (minimum)

LENGTH OF EMPLOYMENT: 208 days

LOCATION: ISC-West – Student Services

ESSENTIAL FUNCTIONS:

1. Manage the paperwork involved in monitoring homeless students in the EASE Program.
2. Create databases and/or spreadsheets to structure and maintain records for the EASE Program.
3. Communicate with parents regarding student resident questionnaires.
4. Communicate with EASE counselors and registrars regarding EASE data collection forms.
5. Assist Homeless liaison with identifying homeless students.
6. Prepare materials for the EASE Program.
7. Perform other duties as assigned by the Director for Student Services.

REQUIREMENT: After submitting an application, **ALL** applicants must **register online** for the proficiency test and bring educational credentials the day of testing. To register, click on [Apply Online](#) below and go to Steps 5 & 6.

INTERESTED PERSONS MAY CONTACT:

Human Resources
10300 Jones Rd. Rm. 229
Houston, Texas 77065
Phone: 281-897-4189
Fax: 281-517-2106
Email: annette.escobar@cfisd.net
[Apply Online](#)
Category: 09-10 Paraprofessional

J.H.

DEADLINE TO APPLY: November 4, 2009 or Until Filled