



Cypress-Fairbanks Independent School District

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

EARLY LEARNING CENTER (ELC) CHILDCARE

2009-2010

JOB NUMBER 3261

Applying for this posting places your name in a pool of applicants who wish to be considered for a ELC childcare aide or provider positions as they become available in the district.

QUALIFICATIONS:

1. Must be at least 18 years of age; must have high school diploma/GED equivalent.
2. Two years experience preferred in a state regulated childcare setting.
3. Maintain confidentiality.
4. Physically able to lift, carry, push and pull 50 pounds or more.
5. Patient, caring and loving.
6. Flexible; be able to adjust daily routine in a moment's notice.
7. Be willing and able to participate in off-contract staff development as required by childcare licensing.
8. Excellent interpersonal and communication skills with students, parents, co-workers and supervisors.
9. Demonstrate a professional attitude and appearance.
10. Demonstrate a regular and prompt attendance.
11. Knowledge of Texas Department of Family & Protective Services standards preferred.
12. Be available for pre-service training in First Aid, CPR and childcare work-study classes.
13. Competency on CFISD proficiency test (score of **70** or above on both parts).

LENGTH OF EMPLOYMENT:

195 days - ELC 41 (Aide)

195 days - ELC 42 (Provider)

SALARY/PAYGRADE:

Clerical/Technical 41 \$15,452 minimum (\$82.63 per day)

Clerical/Technical 42 \$17,726 minimum (\$90.90 per day)

REPORTS TO:

Director of Early Learning Center

ESSENTIAL FUNCTIONS:

1. Assist and supervise children (ages 6 weeks to age 4) during all activities.
2. Develop, plan and prepare classroom activities in accordance with policies and philosophy of the program.
3. Gear activities to the individual child with concerns for his/her interests, special needs, special talents and individual style.
4. Physically arrange the classroom into well-defined interest areas.
5. Ensure that the appearance, cleanliness and safe environment of the classroom are appropriately maintained.
6. Ensure that all classroom/outdoor equipment is in good working condition and is used and maintained properly.
7. Complete all center/classroom paperwork, e.g. daily notes, student accident reports, medication authorizations and attendance records.
8. Communicate appropriate information to families.
9. Assist with activities in classroom to ensure that the classroom functions in an orderly manner.

REQUIREMENTS: 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 APPLICANTS MAY CONTACT:

J.H.

Human Resources
10300 Jones Road, Rm. 229
Houston, TX 77084
Phone: 281-897-4189
Fax: 281-517-2106
Email: annette.escobar@cfisd.net
[Apply Online](#)
Category: 09-10 Paraprofessional

DEADLINE TO APPLY: **Applications taken year round**

Posted 10/09