



Cypress-Fairbanks Independent School District

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL/CLERICAL AIDE

Applying for these postings places your name in a pool of applicants for clerical or instructional aide positions as they become available in the district.

QUALIFICATIONS:

1. High school diploma or GED equivalent.
2. Experience working with children preferred.
3. Flexible and able to adjust daily routine.
4. Demonstrate effective communication and interpersonal skills.
5. Demonstrate a professional appearance and attitude.
6. Physically able to lift, carry, push, and pull up to 50 pounds.
7. Competency on CFISD proficiency test (score of **70** or above on both parts).

LENGTH OF EMPLOYMENT: 187 Days

SALARY/PAYGRADE: Clerical/Technical 42 (\$16,998 minimum)

- Bilingual aides
- Clerical aides
- Clinic assistants
- ESL aides
- Instructional aides
- Physical Education aides

ESSENTIAL FUNCTIONS:

1. Assist teacher in preparing instructional materials and classroom displays.
2. Help with administration and scoring of objective testing instruments or work assignments.
3. Help maintain neat and orderly classroom.
4. Help with inventory, care, and maintenance of equipment, books, and supplies.
5. Help teacher keep administrative records and prepare required reports.
6. Provide orientation and assistance to substitute teachers.
7. Conduct instructional exercises assigned by the teacher; work with individual students or small groups.
8. Help supervise students throughout the school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
9. Keep teacher informed of special needs or problems of individual students.
10. Participate in staff development training programs to improve job performance.
11. Participate in faculty meeting and special events as assigned.
12. Maintain reliable and regular attendance.
13. Perform other duties as assigned by the teacher, principal, or other school personnel supervisor.

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 Step 4.

INTERESTED APPLICANTS MAY CONTACT:



Human Resources
10300 Jones Rd., Rm. 229
Houston, TX 77065
Phone: 281-897-4189
Fax: 281-517-2106
E-mail: annette.escobar@cfisd.net
[Apply Online](#)

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

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