



Cypress-Fairbanks Independent School District

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL/CLERICAL AIDE

2009-2010

JOB NUMBERS 3257 - 3260

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 a professional appearance and attitude.
5. Physically able to lift, carry, push and pull 50 pounds or more.
6. 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/ESL aides - #3257
- Clerical aides - #3258
- Clinic assistants - #3259
- Instructional aides - #3260

ESSENTIAL FUNCTIONS:

1. Assist in planning/implementing of academic and behavior management programs for students.
2. Assist with routine matters such as attendance, lunch and other daily related tasks.
3. Assist students with self-care skills, as needed and directed by the teacher.
4. Assist in providing supervision and instruction for students involved in individual or group work.
5. Supervise playground, cafeteria, bus areas and hallways.
6. Substitute where needed as requested by the teacher, assistant principal, counselor, department chairperson or principal.
7. Maintain reliable and regular attendance.
8. Lift and restrain students when necessary.
9. Serve on Crisis Intervention Team as needed.
10. Perform clerical tasks such as material distribution, word processing, filing, operation of copier and other office equipment as needed.
11. Attend staff development as required by the school district and/or the principal.
12. Perform other duties as assigned by the teacher, principal or other supervisor school personnel.

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:

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](#)
Category: 09-10 Paraprofessional

J.H.

DEADLINE TO APPLY: Applications taken year round

Posted 10/09