



Northside Independent School District

DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: 0908010

JOB ANNOUNCEMENT

CHILDCARE WORKER

Precious Minds New Connections (PMNC) Program
Adult and Community Education Department
(Potential Openings)

*****All applicants must complete the accompanying Job Match Profile for full consideration*****

MINIMUM QUALIFICATIONS

- High School Diploma or General Equivalency Diploma (GED)
- Experience working with infants, toddlers, pre-school and/or school age children
- Reliable transportation to travel to different locations in San Antonio where classes are held
- Available to work evenings and Saturdays
- Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES

- Skilled in planning and preparing lessons that are age-appropriate for children
- Ability to maintain attendance rosters
- Knowledge of CPR and First Aid procedures (preferred)

***** Selected applicants may be required to test in specialized fields and/or to demonstrate skills by completing job simulations.**

ESSENTIAL FUNCTIONS

1. Supervise, care for, and provide instruction (conduct activities outlined by program) for children.
2. Assist children with possible diapering, toileting, hygiene, and lifting.
3. Attend in-service training sessions related to program.
4. Make referrals to the school nurse or community liaison as needed.
5. Responsible for materials, ordering new ones, and procuring supplies from items stocked at Even Start office.
6. Serve as liaison between parents and PMNC staff.
7. Communicate effectively with parents.
8. Follow guidelines for parent pick up.
9. Perform other duties as assigned.

REPORTS TO: Even Start Coordinator & Parent Education Liaison **TYPE OF ASSIGNMENT:** Part-Time, Non-Exempt

MINIMUM HOURLY RATE: \$8.72

WORK HOURS: Varied*

***For any questions regarding the working hours for this position please call Brenda Faz-Villarreal or at 678-2989.**

NORTHSIDE INDEPENDENT SCHOOL DISTRICT OFFERS EXCELLENT FRINGE BENEFITS!

Internal Applicants – Submit a Job Match Profile form (available in Human Resources or at www.nisd.net).

External Applicants – Submit a completed Application for Auxiliary and Classified Employment, a Job Match Profile form (available in Human Resources or at www.nisd.net) and copies of required credentials to support the qualifications as posted in the job announcement.

Only those persons who meet the minimum qualifications as posted, and submit a completed application for employment, with supporting credentials will be considered for the position. The complete application packet should be submitted/mailed to:

Northside ISD
Human Resources
5617 Grissom Road
San Antonio, TX 78238

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5617 Grissom Road * San Antonio, Texas 78238 * (210) 397-8600
EQUAL OPPORTUNITY EMPLOYER