



Northside Independent School District

DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: 0908011

GENERAL EMPLOYMENT NOTICE

EARLY CHILDHOOD INSTRUCTOR (ECI)

Even Start Family Literacy Program
Adult & Community Education Department
(Potential Openings)

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

MINIMUM QUALIFICATIONS

- Associate's Degree in a field related to Early Childhood Education, Elementary School Education, Secondary School Education or Adult Education
- Experience working with pre-school age children
- Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES

- Skilled in providing care for infants and toddlers
- Skilled in planning and preparing lessons that are age-appropriate for children
- Fluency in Spanish preferred but not required
- Ability to maintain attendance rosters

ESSENTIAL FUNCTIONS

1. Supervise, care for, and instruct pre-school age children.
2. Maintain student portfolios and conduct quarterly assessment.
3. Attend in-service training sessions related to Even Start.
4. Make referrals to the school nurse or community liaison on observations made at the learning center.
5. Responsible for materials, ordering new ones, and procuring supplies from items stocked at Even Start office.
6. Prepare bulletin board displays and decorate area in the classroom.
7. Serve as liaison between parents and Even Start staff.
8. Perform other duties as assigned.

REPORTS TO: Even Start Coordinator

TYPE OF ASSIGNMENT: Part-Time, Non-Exempt

MINIMUM HOURLY RATE: \$10.00

WORK HOURS: Varied*

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

NOTE: *Individuals recommended for hire to an Instructional Assistant position or any other position requiring SBEC certification will be required to submit appropriate application and fee to obtain certification.*

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**

rev. 03-08 PL