

**DALLAS INDEPENDENT SCHOOL DISTRICT**

To apply for positions: submit a letter of interest, indicating the job code and campus, and resume for each position for which you are applying to 3807 Ross Avenue, Dallas, TX 75204 to the attention of the Learning Community in which the campus is located.

**Paraprofessional/Teacher Assistants**

**Qualifications:** High school diploma or equivalent, plus either Associate degree, 48 college credit hours or pass an academic assessment; paraprofessional certificate required from State Board of Certification

**Additional Information:** General knowledge of child growth/development and behavior characteristics; organizational and interpersonal skills required to meet the goals of the position; Bilingual (English/Spanish) abilities are desirable

Salary Minimum: \$22,630      Salary Maximum: \$37,387

Campus	Learning Community	Job Code	Days	Vacancy	Post Date	Closing Date
Silberstein ES	Northeast	56F0 – Bilingual/ESL	185	1	10/13/09	Until Filled
Reinhardt ES	Northeast	56F0 – Bilingual/ESL	185	1	11/9/09	11/23/09
Cuellar ES	Southeast	56F0 – Bilingual/ESL	185	1	11/9/09	11/23/09
Hernandez ES	Northwest	5715 – Title I (Grant Funded)	185	1	11/9/09	11/23/09
Arcadia Park ES	Northwest	5680 – TA I	185	2	11/9/09	11/23/09
Adams HS	East	58PH – Spec Ed	185	1	11/10/09	11/24/09
City Park ES	Southwest	5715 – Title I (Grant Funded)	185	1	11/11/09	11/30/09
Blanton ES	Southeast	5715 – Title I (Grant Funded)	185	1	11/12/09	11/30/09
Rogers ES	Northeast	58C0 – Spec Ed	185	1	11/12/09	12/2/09
Kleberg ES	Southeast	5715 – Title I (Grant Funded) (Spanish speaker preferred)	185	1	11/13/09	12/2/09
Sequoyah ES	Northwest	5680 – TA I	185	1	11/13/09	12/2/09
Pershing ES	Northwest	5680 – TA I	185	1	11/13/09	12/2/09
Foster ES	Northwest	56F0 – Bilingual/ESL	185	1	11/13/09	Until Filled

**Office Manager**

**Qualifications:** High school diploma or equivalent plus some business training; three years of related clerical and/or secretarial experience; ability to type/keyboard at 40 wpm with accuracy; computer skills with Windows and Microsoft Office Applications

**Additional Information:** Knowledge of office procedures, practices and a variety of office machines; knowledge of curriculum areas, master schedules, and school personnel; ability to perform calculations, post data accurately, and maintain accurate files and records

Salary Minimum: \$29,154      Salary Maximum: \$52,896

Campus	Learning Community	Job Code	Days	Vacancy	Post Date	Closing Date
Lipscomb ES	Northeast	5450 (Bilingual Preferred)	226	1	10/8/09	Until Filled
McShan ES	Northeast	5450	226	1	11/10/09	11/24/09

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**Clerk, School**

**Qualifications:** High school diploma or equivalent; basic typing skills at 40 wpm; knowledge of personal computers and office equipment; knowledge of computer software programs, including Microsoft Office Professional

**Additional Information:** Strong record keeping skills, highly detailed oriented and ability to manage multiple tasks; organizational, prioritization, communication, customer service, supervision and interpersonal skills required to achieve the goals of the position

Salary Minimum: \$19,619      Salary Maximum: \$32,054

Campus	Learning Community	Job Code	Days	Vacancy	Post Date	Closing Date
Marsh MS	West	5540	185	1	11/6/09	11/23/09
Sequoyah ES	Northwest	5540	185	1	11/16/09	12/2/09
Townview HS	West	5540	185	1	11/18/09	12/7/09
SCGC	West	5540	185	1	11/19/09	12/8/09
Franklin MS	West	5540	185	1	11/19/09	12/8/09

**Media Assistant**

**Qualifications:** High school diploma or equivalent; one year of general clerical experience; experience working with children in an academic setting a plus

**Additional Information:** Knowledge of current literature, trends, methods, and developments in the area of media and instructional technology; ability to use common audio-visual materials; ability to record and deliver information and explain procedures

Salary Minimum: \$19,619      Salary Maximum: \$32,054

Campus	Learning Community	Job Code	Days	Vacancy	Post Date	Closing Date
Lang MS	East	5630	185	1	11/17/09	12/4/09

**Registrar**

**Qualifications:** High school diploma or equivalent; computerized recordkeeping experience, preferably as a secondary school data controller; typing skills of 40 wpm

**Additional Information:** High school registrars required to have some business college training; two years of office experience with a focus on recordkeeping with experience in maintenance of student records in a public school environment preferred

Salary Minimum: \$22,127      Salary Maximum: \$42,622

Campus	Learning Community	Job Code	Days	Vacancy	Post Date	Closing Date
Townview HS	West	5590	195	1	11/19/09	12/8/09

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**Parking Lot Attendant**

**Qualifications:** High school diploma or equivalent; six months of work related experience; completion of or enrollment in a state approved security training course

**Additional Information:** Ability to observe and report unusual activities or incidents; ability to interact effectively with students, school staff and the public

Salary Range: \$9.27 Hourly Rate

<b>Campus</b>	<b>Learning Community</b>	<b>Job Code</b>	<b>Days</b>	<b>Vacancy</b>	<b>Post Date</b>	<b>Closing Date</b>
Smith HS	Superintendent	8580	185	1	11/20/09	12/9/09

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