



TALENT MANAGEMENT

Job Description

Job Title:	Part-Time
Position Title:	Part-Time

Campus/Dept:	Campus/Department Assigned	Pay Grade:	Standard Part-Time Hourly Rate
Reports to:	Campus Principal/Department Head	FLSA Classification:	Non-Exempt
Terms of Employment:	Standard Part-Time Hourly Rate (based on assignment as defined on pages 30-31 in SAISD compensation guidelines)		

Position Summary

Support the goals of the assigned campus/department and perform routine assigned tasks under the direction and supervision of the professional staff. Part-Time work schedule will not exceed twenty-five (25) hours per week.

Essential Functions / Key Responsibilities

1. Keep supervisor apprised of daily progress on assigned tasks.
2. Perform required duties according to standard practices.
3. Strong organizational, communication and interpersonal skills.
4. Follow district guidelines in maintaining a neat and orderly work environment and confidentiality.
5. Support mission of school district by serving as a positive role model for students.
6. Keep informed of and comply with state, district, and school regulations, including attendance, punctuality and confidentiality.
7. Use effective communication skills with district personnel.
8. Punctuality and dependability are essential functions of the job.
9. Ability to demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student-centered environment.
10. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

(all candidates must possess these requirements in order to be considered for the position)

- High school diploma or GED (recognized by the Texas Education Agency or a regional accrediting agency) or higher
- Valid Texas certification *(if applicable for assignment)*
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the applicant.

Knowledge, Skills & Abilities

- Ability to interact effectively with diverse groups of individuals in a professional manner.
- Ability to follow oral and written instructions with limited supervision.
- Ability to adjust and adapt to a multitude of situations in the campus/department environment.
- Ability to work as a member of a team to provide assistance to campus/department and staff.

Working Conditions

Work Environment:

- Calculator, computer, computer software programs and peripherals, printer, copier, fax, multiline telephone, audio-visual equipment and programs and other equipment applicable to position or assigned task.



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- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise, low or intense illumination, vibration. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.)

Physical Demands/Requirements:

- Work with frequent interruptions and deadlines; frequent walking, standing, stooping, bending, pulling and pushing; occasional lifting and carrying 10-25 pounds; lifting and carrying 25-40 pounds with assistance; infrequent lifting and carrying more than 45 pounds with assistance; pushing/pulling 10-35 pounds sporadically; assisting non-ambulatory students; frequent driving within district
- Above average degree of concentration, communication (verbal and written), interpretation, understanding verbal instructions, analyzing, differentiating, reading, coordinating, compiling, computing, instructing, emotional control, memorizing, organizational skills, and the ability to work with individuals from diverse backgrounds.

Supervisory Responsibilities / Direct Reports

- Assigned staff (depending on assignment)

It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SAISD's board policies DIA, FFH, and FFI.

Employee Acknowledgement of Receipt: _____ Date: _____