

# Anthony Independent School District

*An Equal Opportunity Employer*

## NOTICE OF JOB VACANCY

### **DISTRICT WIDE Parental Involvement Coordinator**

**Minimum Qualifications:**

- High school diploma or equivalent
- Experience working with parents
- Must qualify for required paraprofessional certificate
- Associates Degree or 48 college credit hours
- Demonstrate ability to effectively communicate with parents, co-workers, and students

**Salary Range:** Min-Mid-Max Instructional Aide Pay Scale

**Estimated Hours on Duty:** 226 Days [fewer days in 2010 because of start date]

**Work Schedule:** FLEXED Schedule Required [Monday thru Thursday 10:30 A.M through 7:00 P.M. and Saturday from 9:00 - 12:00]

**Must submit the following documentation to:**

**PERSONNEL DEPARTMENT  
Attention: Karen Elmore  
AISD CENTRAL OFFICE  
840 SIXTH STREET, ANTHONY, TX 79821**

(Obtain application online at <http://www.anthonysd.net/departments/hr/employment.html> )

- Copy of High school diploma or equivalent
- Copy of official college or university transcript
- Copy of social security card and driver's license
- Current resumé
- Three letters of recommendation all must be signed on letterhead (preferred)
- Successful applicant must pass State's fingerprinting/background check

**NOTE: only applications submitted to the Personnel Department will be considered**

Direct your questions to Ronald Haugen, Superintendent at 915.886.6501

*The Anthony Independent School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities or employment.*

**POSTED: June 23, 2009**

**DEADLINE: Until Filled**