

Michael F. Bergman, Ed.D.
Superintendent
mbergman@hitchcockisd.org

ANNOUNCEMENT OF VACANCY

Date: 01/22/2010
Position Title: Health Clinic Aide
Location: Hitchcock High School
Reports to: Campus Principal

Days required: 187

Salary Range:

- Depending upon experience
- According to the Salary Scheduled approved by the HISD Board of Trustees

Position Requirements:

Education

- High school diploma/ GED
- Valid license as a Certified Health Aide

Special Knowledge/Skills

- Knowledge of basic first aid and cardio pulmonary resuscitation (CPR)
- Strong organizational, communication, and interpersonal skills
- Proficient keyboarding and file maintenance skills
- Ability to use personal computer and software to develop databases and do word processing
- Ability to communicate effectively (verbal and written)

Experience

- One year experience in health-related position, including contact with school-age children

Date Available:

Immediate

Application Procedures

District Employees:

Submit letter of interest or Request for Transfer form to Michael F. Bergman, Ed.D., Superintendent

Outside Applicants:

Credentials required of Applicant for consideration for employment:

1. A properly completed application. Include:
 - a. Application
 - b. Completed criminal history background check form
 - c. Resume
 - d. Copy of high school Academic Achievement Record (showing date of graduation) / GED
 - e. A transcript for all college and/or university work. An Official transcript is required, if

employed.

- f. The names of at least four (4) persons who can provide a professional recommendation for you. Please provide complete mailing address, including zip code, and a telephone number.

Applications may be obtained at the Hitchcock ISD Administration Office or the Hitchcock ISD website: www.hitchcockisd.org

Submit application by mail or by fax to 409-986-5141.

Brenda J. Taylor, Superintendent's Secretary
Hitchcock ISD
8117 Highway 6
Hitchcock, TX 77563

Phone: 409-986-5514
Job openings posted at www.hitchcockisd.org

2. Applications will be active for one (1) year from date of receipt.

Deadline for Applications: Open until filled

An Equal Opportunity Employer

Posted: January 22, 2010/bjt