

***An Equal Opportunity Employer***

*We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, disability, or any other legally protected status.*

**Position Title:** Clerical Paraprofessional

**Location:** TBD / CISD

**Salary Range:** CISD Salary Schedule

**Job Goal:** Assist office staff in preparation and management of daily activities and administrative requirements. Assist with campus documentation/paperwork. Positive disposition and communication skills.

**Position Requirement:**

Experience: Associate's degree, two years of study at an institute of higher learning / Valid Texas educational aide certificate a plus  
Excel / Microsoft Word Processing Skills Required

**Reports to:** Campus Principal

**Application Procedures:**

District Employees: Submit letter requesting transfer/reassignment if lateral move / Submit updated application if higher position sought

Outside Applicants: Send cover letter, district application (found online at [www.carthageisd.org](http://www.carthageisd.org)), resume, all transcripts, and a copy of credentials to:

Donna Porter, Ed.D., Assistant Superintendent  
#1 Bulldog Drive  
Carthage, TX 75633

Phone: (903) 693-3806

Fax: (903) 693-2511

E-Mail: [dporter@carthageisd.org](mailto:dporter@carthageisd.org)

**Application Deadline:** Open until filled