

Data Clerk

Clerks are responsible for the collection and submission of attendance and payroll for all summer programs on the campus. Additional responsibilities include supervising students. Experience with Microsoft Word and Excel preferred. Compensation is \$9/hour. **Elementary School** Sites: **Beacon Hill, Collins Garden, Herff, Margil, Maverick, Stewart, and W.W. White**
Middle School Sites: Davis, Irving, Longfellow @ Jefferson, Lowell, Page, Poe, Rogers, Tafolla, Twain, and Wheatley
High School Sites: Brackenridge, Burbank, Edison, Highlands, Houston, Jefferson, and Lanier

[Application for Data Clerk](#) **Instructional Assistant**

Instructional assistants are responsible for assisting teachers with PK students in the Bilingual Summer Academy. Compensation is \$9/hour. **Elementary School** Sites: **Beacon Hill, Collins Garden, Herff, Margil, Maverick, Stewart, and W.W. White**

[Application for Elementary School Instructional Assistant](#)