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NORTH EAST INDEPENDENT SCHOOL DISTRICT  
8961 Tesoro Dr. San Antonio, TX 78217  
[www.neisd.net](http://www.neisd.net)

EMPLOYMENT BULLETIN

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In compliance with Policy DC, you are requested to place this announcement on the bulletin board.

**DISTANCE LEARNING INSTRUCTOR-GED  
ADULT AND COMMUNITY EDUCATION**

(TEMPORARY POSITION)

STAFFING OF THIS POSITION IS CONTINGENT UPON THE AVAILABILITY OF GRANT FUNDS AND WILL BE ELIMINATED WHEN GRANT FUNDING IS NO LONGER AVAILABLE

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree from an accredited four year college or university
- One year of related experience and/or training or equivalent combination of education and experience
- Previous demonstrated experience in planning and writing curriculum
- Experience in Distance Learning Instruction preferred
- Experience with virtual meetings preferred
- Valid Texas Drivers License with driving record that meets the requirements of the District

**MAJOR PERFORMANCE RESPONSIBILITIES:**

- Develops and implements a distance learning education program for GED students that complies with the approved state guidelines
- Attends and prepares for all pertinent meetings
- Schedules and coordinates all GED Distance Learning orientations
- Manages, verifies and submits an accurate distance education contact hour report for TEAMS submission
- Interprets and analyzes TEAMS report to troubleshoot statistical data and assist the Adult Education Coordinator with resources to improve the grant mandated program performance standards
- Meets the performance target goals set annually by the grant for each educational functioning level
- Works with regional institutions of higher education, community agencies, school districts, non-profit organizations and government offices in increasing community awareness of GED Distance Learning Program
- Performs other duties as may be assigned

**TERMS OF EMPLOYMENT:**

**SALARY:** \$18.50 **PAY GRADE:** PART-TIME **WORK DAYS:** AS ASSIGNED

Interested persons should submit a letter of intent with a résumé to: North East ISD Human Resources Department, 8961 Tesoro Dr., Suite 200, San Antonio, TX 78217, or email the information to [employment@neisd.net](mailto:employment@neisd.net). Those who are not district employees must complete an online application at [www.neisd.net](http://www.neisd.net) before submitting the letter of intent and résumé. Only those persons meeting the minimum qualifications will be considered. Not all applicants will be interviewed.

This Position Remains Open Until Filled  
AN EQUAL OPPORTUNITY EMPLOYER