
NORTH EAST INDEPENDENT SCHOOL DISTRICT
8961 Tesoro Dr. San Antonio, TX 78217
www.neisd.net

EMPLOYMENT BULLETIN

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

**ADULT BASIC EDUCATION/GENERAL EDUCATION INSTRUCTOR
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 to two years related experience and/or training; or equivalent of education and experience
- Valid Texas Drivers License with driving record that meets the requirements of the District

MAJOR PERFORMANCE RESPONSIBILITIES:

- Responsibilities include implementation of ABE/ASE instruction for adult students
- Conducts instruction as specified in Adult Education (AE) Program Curriculum Guide and Handbook
- Maintains a classroom environment conducive to learning
- Meets and instructs classes as designated
- Prepares for all classes as assigned with daily lesson plans in accordance with Texas Adult Education Content Standards and Benchmarks and shows evidence of preparation upon request
- Maintains accurate, complete and up-to-date records
- Administers and evaluates Texas Adult Basic Education (TABE) assessment tests and complies with performance standards mandated by the Texas Education Agency (TEA)
- Presents material in core areas of science, math, language, reading and social studies in an engaging and effective manner to facilitate student success with GED testing
- Performs additional duties and accepts other responsibilities as may be assigned

TERMS OF EMPLOYMENT:

HOURLY: \$18.50 **PAY GRADE:** N/A **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. Those who are not district employees must complete an online application at 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 Remain Open Until Filled
AN EQUAL OPPORTUNITY EMPLOYER