

---

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

---

EMPLOYMENT BULLETIN

---

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

**ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE (ESL)  
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:**

- Responsible for the implementation of English as a Second Language instruction to adult students
- Conducts instruction as specified in Adult Education (AE) program curriculum guide and handbook
- Maintains a classroom environment that is conducive to learning
- Meets and instructs classes as designated
- Prepares for all classes as assigned
- Maintains accurate, complete and up-to-date records
- Submits attendance, lesson plans and other paperwork required by TEA by deadlines outlined in AE yearly calendar and policy handbook
- Administers and evaluates BEST oral and literacy assessment tests and complies with performance standards mandated by TEA
- Counsels with students regarding instruction, goals and program services
- Conducts oneself in a professional and ethical manner in accordance with generally accepted community standards, District policies and TEA Code of Ethics
- 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](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 Remain Open Until Filled  
AN EQUAL OPPORTUNITY EMPLOYER