
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.

BILINGUAL/ESL ASSISTANT
ALL CAMPUSES
(PLEASE SEE BELOW ON HOW TO APPLY)

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Degree (GED) required
- Completion of two years of study at a college or university of higher education and/or possess an Associate's Degree or higher from a college or university (**Required for Employment in Title I Schools Only**)
- One to three months related experience and/or training; or equivalent combination of education and experience
- Paraprofessional Certification as required by the State Board and the District
- Valid Texas Drivers License with a driving record that meets the requirements of the District

MAJOR PERFORMANCE RESPONSIBILITIES:

- Prepares materials for individual students or groups under the supervision of the teacher
- Reinforces concepts taught by the teacher and extends lesson plans taught by the classroom teacher for Bilingual/English as a Second Language (ESL) participants
- Assists teachers with resource materials to support instruction
- Prepares audio-visual materials for instruction, types, duplicates, laminates, files, maintains and updates records and oversees Bilingual/ESL resource materials and equipment
- Administers and scores oral and written language proficiency tests
- Acts as an interpreter for informal meetings
- Assists monolingual English speaking teachers during conferences with parents who do not speak English
- Performs all other duties and tasks as assigned

TERMS OF EMPLOYMENT:

HOURLY: \$9.74-\$12.18

PAY GRADE: 11

WORK DAYS: 179

Internal Applicants: Submit a letter of intent with a resume to: Human Resources Classified Department, 8961 Tesoro Dr., Suite 200, San Antonio, TX 78217, or email the information to: GJohns12@neisd.net.

External Applicants: Please DO NOT submit a letter of intent and resume for **this particular position**. Complete an online Classified application at www.neisd.net. Only those persons meeting the minimum qualifications will be considered and contacted. Not all applicants will be interviewed.

This Position Remains Open Until Filled
AN EQUAL OPPORTUNITY EMPLOYER