
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.

**DATA PROCESSOR
ALTERNATIVE HIGH SCHOOL**
****INTERNAL ONLY****

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Degree
- One to three months related experience and/or training; or equivalent combination of education and experience
- Valid Texas Driver License with driving record that meets the requirements of the District
- Notary Commission a plus

MAJOR PERFORMANCE RESPONSIBILITIES:

- Assembles, inputs, and updates all new and transfer student data into computer
- Maintains manual records of students entries, exits and grade level changes on a daily basis
- Maintains student special programs entry/exit dates information
- Enters into computer student enrollment count on a weekly basis
- Administers data processing registration and scheduling of students in the computer
- Enters demographic information on all new students into the computer and updates withdrawals as required
- Researches and verifies addresses of all returned mail
- Collects, verifies and inputs data for Public Education Information Management System (PEIMS)
- Researches and corrects any data error listings
- Trains and provides instructions to teachers and staff relating to grade reporting and areas of student data
- Assists the assistant principal in making master schedule changes
- Works closely with campus Registrar or Counseling Clerk and Attendance Clerk regarding student enrollment data
- Enters attendance and keeps records for the Juvenile Justice Academy
- Performs additional duties and accepts other responsibilities as may be assigned

TERMS OF EMPLOYMENT:

HOURLY: \$13.74-\$16.76 PAY GRADE: C6 WORK DAYS: 208

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