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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.

**DIRECTOR FOR MIDDLE SCHOOL ATHLETICS  
ATHLETICS**

**MINIMUM QUALIFICATIONS:**

- Master's Degree from an accredited four year college or university
- Four to ten years related experience and/or training; or equivalent combination of education and experience
- Superintendent, Principal, Assistant Principal or Mid-Management Certification by the State Board
- Valid Texas Teacher Certification by the State Board
- Valid Cardiopulmonary Resuscitation (CPR), First Aid and AED Training and Certification
- Valid Texas Drivers License with driving record that meets the requirements of the District

**MAJOR PERFORMANCE RESPONSIBILITIES:**

- Directs, coordinates, supervises and manages the middle school program of extracurricular athletics and physical education
- Assists with the development, preparation and management of the District Athletic Budget and serves as the budget coordinator for the middle school athletic program
- Controls, inspects, appraises, justifies, researches, prices, balances, compiles, checks, inventories, allocates, budgets and distributes supplies and equipment for the middle school athletic program
- Adapts, designs, arranges, schedules, balances and coordinates athletic schedules for the high school level
- Ensures that a healthy and safe environment is in place for the protection of student athletes, parents and patrons
- Coordinates and exercises oversight in the day-to-day administrative and operational functions of contests and special events to include securing various workers for each contest at BAC and Heroes Stadium
- Interviews candidates for coaching positions and makes recommendations to the Executive Director for Athletics
- Collaborates closely with middle school principals for the selection of coaching/teacher positions
- Provides the Executive Director for Athletics input in the performance evaluation process of coaches, complex supervisors and other personnel
- Organizes, manages, directs and supervises Regional UIL events
- Performs all other duties and tasks as assigned

**TERMS OF EMPLOYMENT:**

**SALARY:** \$72,547-\$87,409 **PAY GRADE:** A6 **WORK SCHEDULE:** TWELVE MONTHS

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