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

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EMPLOYMENT BULLETIN

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

**BILINGUAL PRE-KINDERGARTEN ASSISTANT  
SERNA ELEMENTARY**

**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
- Bilingual Testing Certificate by Curriculum and Instructional Support

**MAJOR PERFORMANCE RESPONSIBILITIES:**

- Reinforces instruction for students under the supervision of the teacher
- Assists children with making healthy food selections
- Reinforces self help skills and table manners during supervision of breakfast and lunch
- Assists/supervises the arrival and dismissal of students
- Assists the teacher with student assessment
- Escorts individual students to the nurse, office and other school locations as needed
- Assists teacher in gathering and preparing materials
- Assists teacher in preparing for class assignments and daily lessons
- Assists/supervises outdoor activities
- Reports to work on time every day
- Other duties as assigned

**TERMS OF EMPLOYMENT:**

**HOURLY: \$9.74-\$12.18 PAY GRADE: I1 WORK DAYS: 180**

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