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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.

**SPECIAL NEEDS ROUTE SPECIALIST  
TRANSPORTATION**

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Degree (GED)
- Associate's Degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience
- Must hold or obtain within 90 calendar days, Valid Texas Class "B" Commercial Drivers License with School Bus (S) and Passenger (P) Endorsements and a driving record that meets the requirements of the Texas Department of Public Safety School Bus Certification and the District

**MAJOR PERFORMANCE RESPONSIBILITIES:**

- Assists in creating, modifying and maintaining school bus routes and schedules.
- Schedules transportation requests for work programs, parenting programs, McKinney –Vento Homeless Project and field trips
- Answers all queries from District patrons and school personnel regarding transportation and student eligibility
- Assists in completing all pupil transportation reports for regular and special education transportation as required by the Texas Education Agency
- Operates bus and other vehicles as needed
- Reports to work on time every day
- Other duties as may be assigned

**TERMS OF EMPLOYMENT:**

**HOURLY: \$12.85-\$15.67 PAY GRADE: O4 WORK DAYS: 260**

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