
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 CAMPUS SPECIALIST
STAHL ELEMENTARY SCHOOL**

MINIMUM QUALIFICATIONS:

- Bachelor's Degree from four-year college or university
- Minimum of five years Bilingual classroom teaching experience
- Valid Texas Teaching Certificate by State Board with Bilingual Endorsement
- Valid Texas Drivers License with driving record that meets the requirements of the District

MAJOR PERFORMANCE RESPONSIBILITIES:

- Assists in registration of all LEP students to insure proper identification and placement in the Bilingual/ESL program
- Organizes and directs all LPACs
- Communicates with parents of LEP students at area schools
- Arranges and informs parents regarding bus transportation of all LEP students
- Interprets for Spanish speaking parents and students (Parent conferences, ARDs, Discipline, Parent concerns and other school meetings/programs)
- Assists in translating school documents
- Maintains bilingual budget for campus and teachers, orders and enters information for purchase orders submitted by bilingual staff
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- Maintains inventory of all bilingual materials
- Attends meetings as required to maintain/update LEP information and documentation
- Schedules monthly informational meetings for all bilingual teachers
- Other duties as may be assigned

TERMS OF EMPLOYMENT:

PAY GRADE: TEACHER SALARY SCHEDULE **WORK SCHEDULE:** TEN 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. 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