
NORTH EAST INDEPENDENT SCHOOL DISTRICT
8961 Tesoro Dr. San Antonio, TX 78217 FAX (210)804-7288
www.neisd.net

EMPLOYMENT BULLETIN

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

**KIN/AFTER SCHOOL ASSISTANT
COMMUNITY EDUCATION DEPARTMENT
PART TIME – TEMPORARY POSITION**

QUALIFICATIONS:

- High School Diploma and/or General Education Degree (minimum)
- Effective oral and written communication skills with both adults and children
- Experience working with children
- Possess good organizational and problem solving skills
- Strong academic background in basic skills
- Ability to function as integral part of a team
- Ability to oversee outdoor recreational activities on a daily basis

MAJOR PERFORMANCE RESPONSIBILITIES:

- Assist in organizational set-up and restoration of facilities in daily program area
- Assist in maintaining supplies and equipment for daily activities
- Assist in maintaining supervision of small group activities
- Assist in implementation of daily enrichment plans
- Assist in planning and directing daily recreational activities
- Attend all staff training and staff meetings
- Perform additional duties and accepts other responsibilities as may be assigned

TERMS OF EMPLOYMENT:

HOURLY: \$9.50

PAY GRADE:

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. 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