
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.

**OFFICE/NON-INSTRUCTIONAL ASSISTANT
ALL ELEMENTARY CAMPUSES**
(PLEASE SEE BELOW ON HOW TO APPLY)

QUALIFICATIONS:

- High School Diploma or general education degree (GED)
- One to three months related experience and/or training; or equivalent combination of education and experience

MAJOR PERFORMANCE RESPONSIBILITIES:

- Greets parents, students and visitors - Signs in guests on Raptor - Verification for student signout
- Answers phone and takes messages for the faculty, staff and students
- Provides information to callers and visitors as needed
- Records tardies and maintains records of Individual student tardies and issues letters to parents of students with excess tardies
- Collects and delivers District mail to cafeteria for pickup and distributes incoming mail to faculty and staff
- Provides registration forms and information regarding necessary paperwork and documents to enroll new students to parents/guardians enrolling their child
- Checks required paperwork/documents, makes copies of documents and after assignment to a classroom, escorts the child and parents/guardians to assigned room
- Responsible for obtaining substitutes for faculty/staff members requiring a substitute during school hours or if a staff member cannot obtain a substitute when reporting an absence through the Substitute Employee Management System (SEMS)
- Provides faculty/staff members with an up to date list of current substitutes and their phone numbers
- Collects and maintains records of daily/weekly absence record forms and verifies them against absence listing report received from Central Office
- Performs additional duties and accepts other responsibilities as may be assigned

TERMS OF EMPLOYMENT:

HOURLY: \$9.68-\$11.96 **PAY GRADE:** C1 **WORK DAYS:** 180

Internal Applicants: Submit a letter of intent with a resume to: Human Resources Classified Department, 8961 Tesoro Dr., Suite 200, San Antonio, TX 78217, or email the information to: GJohns12@neisd.net.

External Applicants: Please **DO NOT** submit a letter of intent and resume for **this particular position**. Complete an online Classified application at www.neisd.net. Only those persons meeting the minimum qualifications will be considered and contacted. Not all applicants will be interviewed.

This Position Remain Open Until Filled
AN EQUAL OPPORTUNITY EMPLOYER