

## Employment Information

### Welcome

Thank you for your interest in the San Antonio Independent School District. Listed below are links for vacancies that are available. Your letter of interest, resume, and electronic application must be on file in the Human Resources Department on or before 4:30 p.m. by the close date posted on the job. For more information call (210) 554-8400.

**Applications for Administrative positions** are accepted year round. The on-line application will require that you upload the following documents: resume, letter of interest, official transcripts, certification(s), License(s), and copies of the last 3 performance appraisals/evaluations (if applicable), or acceptance letter from Alternative Certification Program with a copy of TExES results. SAISD district employees do not need to submit performance evaluations, the HR department already has access to these documents. Upon receipt of these documents your application will be reviewed and considered for a Human Resources screening interview.

An application is not considered complete unless it contains all the information listed. Your letter of interest, resume, and electronic application must be on file in the Human Resources Department on or before 4:30 p.m. on the closing date posted on the job announcement.

**Applications for Teaching positions** are accepted year round. The on-line application will require that you upload the following documents: resume, letter of interest, official transcripts,

teaching certificate, and copies of the last 3 performance appraisals if applicable), or acceptance letter from Alternative Certification Program with a copy of TExES results. SAISD district employees do not need to submit performance evaluations, the HR department already has access to these documents. Upon receipt of these documents your application will be reviewed and considered for a Human Resources screening interview

An application is not considered complete unless it contains all the information listed. Your letter of interest, resume, and electronic application must be on file in the Human Resources Department on or before 4:30 p.m. on the closing date posted on the job announcement.

***Requirements for Out of State Certificates/One Year Probationary Certificates:***

- ***Copy of Out of State Certificate***
- ***Copy of Out of State Test Scores***
- ***Copy of Texas State Board of Education (SBEC) letter outlining requirements for meeting Texas Certification***

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**Applications for paraprofessional/clerical positions** are accepted year round. The on-line application will require that you upload the following documents: resume, letter of interest, proof of high school diploma/GED, or official transcripts, if applicable. Positions requiring typing tests may be obtained at any Alamo Workforce Solutions location. Applicants seeking Instructional Assistant positions must meet NCLB requirements. Please call (210) 554-8400 for more information.

Please note: Clerical applicants are required to demonstrate proficiency in four skill areas related to technology and program application [typing, accessing data, data application, and written communication] before continuing within the process towards possible employment.

**Custodial, Maintenance and Food Service Positions**

Applications for custodial, maintenance, and food service positions are accepted year round. Requirements for these positions vary according to the position. Please call (210)554-8440 for more information.

**Transportation Positions**

Applications for transportation positions are taken year round. School bus driver assistants are required to have a current Texas driver's license. Requirements are a high school diploma or GED, at least 21 years of age, stable work history, work references and a criminal history check. The position is subject to Department of Transportation drug and alcohol testing. Please call (210) 554-8440 for more information.

**Please note:** SAISD will contact each applicant's most current supervisor for reference information. It is important for applications to be complete, current, and accurate if individuals are going to be considered for employment. **Not all applicants will be interviewed and not all interviewed applicants will be hired.**

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**To apply and view available jobs click on classification area listed below:**

**Should you have questions, please contact:**

[Administrative](#) (210) 554-8520  
[Certified](#) (210) 554-8500  
[Paraprofessional/Clerical](#) (210) 554-8470  
[Substitute](#) (210) 554-8473  
[Part-time](#) (210) 554-8400  
[Classified/Skilled Trades](#) (210) 554-8440

### **[TalentEd Recruit & Hire](#) [Applicant Query System](#)**

- Request help via email at [jobs@saisd.net](mailto:jobs@saisd.net)
- Call Personnel and ask for help over the phone (210) 554-8400
- Visit the Personnel Office and we will assist you

- [2014-2015 Teacher Salary Schedule](#)

- [Criminal History Review Procedures FAQ](#) \_

- [Spring 2014 Recruiting Schedule](#) \_

The San Antonio Independent School District does not discriminate on the basis of race, color, gender, religion, national origin, age, disability, or any other basis prohibited by law.