



Terrell County ISD

JOB POSTING

ASSISTANT BUSINESS MANAGER / DEPUTY CHIEF APPRAISER / PEIMS TRAINEE

School District/Employer: Terrell County Independent School District & Terrell County Appraisal District

Position: Assistant Business Manager Trainee / Deputy Chief Appraiser Trainee/ PEIMS Trainee

Date Posted: October 22, 2026 (Until filled)

Proposed Start Date: November 1, 2026

Openings: 1

Commitment: Full-time

Education/Certification: High school diploma or GED

Special Knowledge/Skills:

- Knowledge of school district organization, operations, and administrative policies
- Ability to read and comprehend instructions, short correspondence, and memos
- Ability to make independent decisions regarding planning, organizing, and scheduling
Excellent public relations, organization, communication, and interpersonal skills
- Ability to use software to develop spreadsheets, perform data analysis, and do word processing ability to multi-task numerous complex administrative activities
- Ability to maintain accurate and auditable records.
- Proficient in keyboarding, 10-key numerical data entry, and file maintenance skills.
- Ability to perform basic math
- Ability to meet established deadlines.
- Ability to understand detailed written or oral instructions.

Salary: Per Adopted TCISD Salary Schedule

Benefits:

- 100% of the basic plan for health insurance paid by the district (Blue Cross Blue Shield)
- AirMed paid 100% by the district
- School housing option
- TRS Retirement

How to apply:

Send a resume and application to:

Terrell County ISD – Sanderson School

Tanna Lowrance, Superintendent

PO Box 747

Sanderson, TX 79848

Or

Complete the application online at www.terrell.esc18.net and email the application and resume to tlowrance@terrell.esc18.net

Phone: 432-345-2515 extension 101

Fax: 432-345-2404