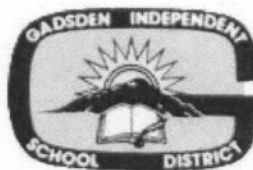


Superintendent

RON HAUGEN

4950 McNutt Rd.
Santa Teresa, NM 88063P.O. Drawer 70
Anthony, NM 88021
Phone: (505)882-6200
Fax: (505) 882-6250

Classified Vacancies

Friday, May 05, 2006.

Effective July 1, 2002 ALL DIRECT Instructional assistants hired require 48 credit hours from a nationally or regionally accredited college or university that includes at least 15 semester hours in non-remedial language arts, reading, writing and mathematics. To be eligible for an Instructional Assistant position, applicants must meet these requirements and provide an official evaluation of transcripts from an accredited college/ university OR successfully complete the District's Para-Pro exam. APPLICATIONS WITHOUT THESE REQUIREMENTS WILL NOT BE CONSIDERED.

Middle Schools

NO	Position	Site	FTE_Base_Days	Closing_Date
105	Custodian	Gadsden Middle School	1.00 FTE (8 Hrs./Day) 260 Days	May 11, 2006 @ 3:00 p.m.

Elementary Schools

NO	Position	Site	FTE_Base_Days	Closing_Date
103	Server-Student Nutrition Program	Desert Trail Elementary School	1.00 FTE (4 Hrs./Day) 176 Days	May 11, 2006 @ 3:00 p.m.
104	Cook-Student Nutrition Program	Loma Linda Elementary School	1.00 FTE (7 Hrs./Day) 176 Days	May 11, 2006 @ 3:00 p.m.

Other Vacancies

NO	Position	Site	FTE_Base_Days	Closing_Date
102	Security Officer	To Be Determined	1.00 FTE (8 Hrs./Day) 182 Days	May 11, 2006 @ 3:00 p.m.

APPLICATION PROCEDURE	<p>1. Applicants who are not current district employees should submit:</p> <ul style="list-style-type: none"> • A completed "Classified Application for Classified Positions" application (available from Receptionist or download from web site), when initially applying for a vacant position. Thereafter, a letter of interest with updated resume will be accepted for vacant positions. Applications will remain on file for the current fiscal year. Afterwards, a new application will be submitted annually on July 1 of each new fiscal year. • Updated resume with complete name, current telephone number. COPIES WILL NO LONGER BE PROVIDED TO COMPLETE PACKETS. Original high school diploma/GED/unofficial transcripts along with a copy of the application packet must be presented. High school diploma waived for Crossing Guard positions. <u>Official evaluation of transcripts reflecting 48 credit hours from a nationally or regionally accredited college or university that includes at least 15 semester hours in non-remedial language arts, reading, writing and mathematics or successful results of the Para Pro test are REQUIRED for all direct instructional assistant positions. Applications without these requirements will not be considered.</u> • List of three (3) professional references, one being from the most current or previous employer along with addresses and telephone numbers
	<p>2. Current district employees must submit the following:</p> <ul style="list-style-type: none"> • A letter of interest • A current resume • List of three (3) professional references, one being from the immediate supervisor
	<p>3. Current district employees desiring "lateral" transfer must submit the following:</p> <ul style="list-style-type: none"> • Transfer Request Form, <u>signed by supervisor, along with an updated resume.</u>

CLOSING DATE:

POSITIONS OPEN UNTIL FILLED
UNLESS SPECIFIED**Barbara A. Browder**Associate Superintendent for Human Resources
Gadsden Independent School District
P.O. Drawer 70, Anthony, New Mexico 88021

SUBMIT TO:

JOB LINE NUMBER:

(505) 882-6205

WEB SITE:

www.gisd.k12.nm.us/DB/ (Classified Application Available Online)

NOTE:

The NM State Dept. Of Ed., Professional Licensure Unit has implemented the new licensure process mandated by the New Mexico State Legislature, beginning April 1, 1998. The new process includes mandatory background checks on all new employees and the payment of fees by the applicant. THE INTERVIEW COMMITTEE WILL SCHEDULE THE MOST QUALIFIED CANDIDATES FOR AN INTERVIEW.

TESTING INFORMATION:

To register to take the Para Pro test, please call Bertha Ruiz, Secretary to Federal Programs at 882-6234

THE GADSDEN SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER
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