

Superintendent
RON HAUGEN



4950 McNutt Rd.
Santa Teresa, NM 88063

P.O. Drawer 70
Anthony, NM 88021
Phone: (505)882-6200
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Classified Vacancies

Monday, July 24, 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.

Gadsden Administration Complex

NO	Position	Site	FTE_Base_Days	Closing_Date
101	Payroll Bookkeeper	Gadsden Administration Complex/Payroll Dept.	1.00 FTE (8 Hrs./Day) 260 Days	July 27, 2006 @ 3:00 p.m.

High Schools

NO	Position	Site	FTE_Base_Days	Closing_Date
126	Student Nutrition Prog. Assistant Manager	Santa Teresa High School	1.00 FTE (8 Hrs./Day) 179 Days	July 27, 2006 @ 3:00 p.m.
102	Receptionist/Clerk	Gadsden High School	1.00 FTE (8 Hrs./Day) 190 Days	July 27, 2006 @ 3:00 p.m.

Middle Schools

NO	Position	Site	FTE_Base_Days	Closing_Date
100	Student Nutrition Prog. Assistant Manager	Santa Teresa Middle School	1.00 FTE (8 Hrs./Day) 179 Days	July 27, 2006 @ 3:00 p.m.

Elementary Schools

NO	Position	Site	FTE_Base_Days	Closing_Date
116	Student Nutrition Program Server	Riverside Elementary School	1.00 FTE (4 Hrs./Day) 176 Days	July 27, 2006 @ 3:00 p.m.
117	Student Nutrition Program Cook	Riverside Elementary School	1.00 FTE (7 Hrs./Day) 176 Days	July 27, 2006 @ 3:00 p.m.
119	Physical Education Assistant	Sunrise Elementary School	1.00 FTE (7 Hrs./Day) 182 Days	July 27, 2006 @ 3:00 p.m.
121	Student Nutrition Program Cook/Clerk	Sunrise Elementary School	1.00 FTE (7 Hrs./Day) 176 Days	July 27, 2006 @ 3:00 p.m.
123	Student Nutrition Program Server	Vado Elementary School	1.00 FTE (4 Hrs./Day) 176 Days	July 27, 2006 @ 3:00 p.m.
130	Custodian	Desert Trail Elementary School	1.00 FTE (8 Hrs./Day) 260 Days	July 27, 2006 @ 3:00 p.m.
103	First Grade Bilingual Transition Instr. Assistant	Chaparral Elementary School	1.00 FTE (7 Hrs./Day) 182 Days	July 27, 2006 @ 3:00 p.m.
104	Computer Lab Instructional Assistant	Santa Teresa Elementary School	1.00 FTE (7 Hrs./Day) 182 Days	July 27, 2006 @ 3:00 p.m.
105	Kindergarten Bilingual Instructional Assistant	Santa Teresa Elementary School	1.00 FTE (7 Hrs./Day) 182 Days	July 27, 2006 @ 3:00 p.m.
106	Custodian	Mesquite Elementary School	1.00 FTE (8 Hrs./Day) 260 Days	July 27, 2006 @ 3:00 p.m.
107	Custodian	Loma Linda Elementary School	1.00 FTE (8 Hrs./Day) 260 Days	July 27, 2006 @ 3:00 p.m.

Other Vacancies

NO	Position	Site	FTE_Base_Days	Closing_Date
115	Special Education Job Coach	La Union Job Training Center	1.00 FTE (7 Hrs./Day) 182 Days	July 27, 2006 @ 3:00 p.m.

1. Applicants who are **not current district employees** should submit:

- 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.**

<p>APPLICATION PROCEDURE</p>	<p>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></p> <ul style="list-style-type: none"> • 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, signed by supervisor, along with an updated resume.

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)

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.

NOTE:

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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