

How to apply for certified positions with the Alamogordo Public Schools:

To apply for a certified position, you must submit an application on-line at www.nmreap.net. If you have any difficulty entering your application on-line, please review the Frequently Asked Questions and other on-line help on the REAP system. You may also call the REAP help desk toll free at (800) 288-8115 or (888) 523-1011. The REAP help desk can also help you transfer your résumé information if you submitted an application in another state.

Your application will stay in the system for five years from the date it was entered or last updated by you. You can make your application inactive if you are hired for a position or decide not to apply for positions right away. By placing your application on nmREAP, you will have access to openings in all New Mexico school districts using REAP.

After submitting your on-line application, follow these steps to search for jobs and notify us of your interest:

- At the www.nmreap.net site, choose the *Employment Center* link.
- Select the *Job Search* link.
- Select the *Search for jobs in one school district* link.
- Use the drop-down list to select *Southwest* geographic region.
- Select *Alamogordo Public School District*. **Do not change the date in this query – leave the default date in your search.**
- Review the list of open positions and view details of positions you are interested in. Be sure to click on the link *Notify School I am interested in this position* for any positions you wish to be considered for. Clicking on this link will place you on a list of interested applicants for that particular job that the hiring administrator will review.

Unless you are applying for a principal or other administrator position, please do not fax or mail résumés, portfolios, references, etc. to us. You may bring **copies** of these items with you to interviews.

Applicants applying for principal and administrator positions must mail or fax a letter of interest, résumé, one-page statement of philosophy of education, and three letters of reference to Susan Nichols, Director of Human Resources, P.O. Box 650, Alamogordo, New Mexico 88311-0650, FAX #(505) 437-5945. The on-line application must also be completed at www.nmreap.net.

Thank you for your interest in the Alamogordo Public School District!

Stephanie Browning
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