

Street Address: 805 East Twelfth Street, Second Floor, Alamogordo, New Mexico 88310
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 Phone 575.812.6060 Fax 575.812.6069
 www.aps4kids.org

NOTICE OF VACANCY

CAFÉ After-School Program – Instructional Assistant

Date of Notice: 10/27/08

Non-Exempt Position	Part-time	Vacancy #: 7119
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Education and Experience Requirements:

- High School diploma or equivalent required
- Minimum of 48 hours of college credit preferred
- Ability to obtain Level III Assistant licensure (appropriate college credits or pass test for licensure)

Knowledge, Skills, and Abilities Required:

- Computer – data entry/word processing skills preferred
- Experience working with students preferred
- Knowledge of spelling and proper grammar
- Ability to read and interpret routine information
- Ability to operate audio visual equipment and office machines
- Ability to maintain confidentiality of student information and records
- Ability to establish and maintain effective communication and relationships with students, parent/guardians, staff, and supervisors/administrators
- Ability to write simple letters, memos, notes, or instructions
- Ability to perform essential job functions and job task requirements

Position Available: Immediately

How to Apply: OPEN UNTIL FILLED – will not close before November 10, 2008 Interested applicants must register with the New Mexico Department of Labor, 901 Alaska Ave. Alamogordo, NM 575 437-9210

Internal applicants must complete a Classified Transfer Request form, available at all department and school sites and online at www.aps4kids.org, for this position and submit it to the Human Resources Department.

Salary: \$10.63 per hour

Conditions of Employment: Ability to comply with the Immigration Reform and Control Act of 1986 and, upon an offer of employment, complete an Employee’s Statement of Health and submit to a functional capacity evaluation at the District’s expense to determine ability to perform job-related functions and fitness for duty. Any offer of employment is contingent upon satisfactory completion of all background, criminal, and reference investigations.

The Alamogordo Public School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, disability, handicap, or veteran status in employment or the provision of services. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning the application of Title VI and Title VII of the Civil Rights Act, Section 504 of PL 92-112, and the Age Discrimination Act may be referred to the Superintendent of the Alamogordo Public Schools. The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants and employees with disabilities with necessary, reasonable accommodations that do not impose undue hardship. It is the responsibility of the applicant or employee to inform the Director of Human Resources that an accommodation is needed.