

P.O. Box 650, 1211 Hawaii Ave, Building B
Alamogordo, New Mexico 88311-0650
Phone 575.812.6060 Fax 575.812.6069

NOTICE OF VACANCY

DATE OF NOTICE: August 11, 2008

POSITION: Lunchroom/Campus Assistant – (Non-Exempt Position)

Positions Available:

Buena Vista Elementary School – 3	Chaparral Middle School – 2
Heights Elementary School - 1	Sierra Elementary School – 1
Yucca Elementary School – 3	Holloman Middle School - 1

QUALIFICATIONS: High School diploma or GED required
Ability to perform essential job functions and job task requirements
Ability to maintain confidentiality of student information and records
Ability to read and interpret routine information
Ability to establish and maintain effective communication and relationships with students, parents/guardians, staff, and supervisors/administrators

POSITION AVAILABLE: Starting August 11, 2008

APPLICATION DEADLINE:

OPEN UNTIL FILLED. Apply for this position at the Department of Labor, 901 Alaska Avenue, Alamogordo, New Mexico.

SALARY: \$7.00 an hour (Monday thru Friday 11:00 to 1:00)

Nine months (days students are present) per contract year in accordance with the Substitute and Part-Time Employee Pay Schedule.

TRANSFER PROCEDURE:

Employee transfers are allowed at the end of each semester. An employee may submit a Request for Transfer for a specific vacancy which occurs during the school year if the position provides for salary improvement or promotion. Transfers will be restricted at other times during the school year to preserve continuity of instructional programs and support services.

CONDITIONS OF EMPLOYMENT:

Comply with the Immigration Reform and Control Act of 1986, and upon an offer of employment, complete an Employee's Statement of Health. 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.