

HATCH VALLEY PUBLIC SCHOOLS

P. O. BOX 790

HATCH, NM 87937

Telephone: (575) 267-8200

Fax Number: (575) 267-8202

POSITION: **Bus Assistant for Pre-K and Special Education Children**

MINIMUM QUALIFICATIONS: **High Diploma/GED preferred**
Ability to: Communicate with children with Special Needs; Lift moderate amounts (40-60 pounds); Operate a Hydraulic Lift and other special equipment for handicapped children;
Bilingual applicants encouraged to apply

REPORTS TO: **Transportation Director**

SALARY: **District Salary Schedule**

BEGINNING DATE: **ASAP**

APPLICATION PROCEDURE: Letter of Interest
Current resume with current reference contact information
Access application on HVPS website: www.hatchschools.net

SUBMIT TO: HATCH VALLEY PUBLIC SCHOOLS
P. O. Box 790
Hatch, NM 87937
eramirez@hatchschools.net

APPLICATION DEADLINE: **Until Filled**

A job description is available upon request. Applicants will be screened based on information submitted, plus a review of work history, strength of references and specific experiences. Those applicants that emerge as the more qualified candidates will be forwarded to the Interview Committee.

A FBI FINGERPRINT BACKGROUND CHECK IS CONDUCTED ON EVERY NEW HIRE IN THE HATCH VALLEY PUBLIC SCHOOLS AT A COST TO THE EMPLOYEE. CONTINUED EMPLOYMENT WILL BE CONTINGENT UPON THE RESULTS OF THE BACKGROUND CHECK.

Hatch Valley Public Schools is an Equal Opportunity Employer

Notice of Non-discrimination

The Hatch Valley Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Michael M. Chávez- Superintendent

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