

HATCH VALLEY PUBLIC SCHOOLS
P. O. BOX 790
HATCH, NM 87937
Telephone: (575) 267-8200
Fax Number: (575) 267-8202

POSITION: **Administrative Assistant to Special Education Director/
Coordinator & District Receptionist**

MINIMUM QUALIFICATIONS: High School Diploma or equivalent
Working knowledge of basic office procedures, operations and equipment
Knowledge of special education law and regulations preferred
Ability to handle confidential information with discretion.
Strong communication and interpersonal skills
Self-motivated to complete job assignments without direct supervision
A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions
Bilingual Preferred

REPORTS TO: **Special Education Director**

SALARY: **As determined by the District's Secretary 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

PO Box 790

Hatch, NM 87937

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