

HATCH VALLEY PUBLIC SCHOOLS

P. O. BOX 790

HATCH, NM 87937

Telephone: (575) 267-8200

Fax Number: (575) 267-8202

- POSITION:** **Director of Special Education**
- Qualifications:**
1. Eligible for New Mexico PED Administrative License (Level 3B)
 2. Knowledge of Special Education Policies and Procedures
 3. Knowledge of Medicaid Billing & IDEA Budget
 4. Supervisory Experience Preferred
 5. Bilingual (Spanish speaking) candidates are encouraged to apply
- REPORTS TO:** **Superintendent of Schools**
- BEGINNING DATE:** **July 1, 2023**
- APPLICATION PROCEDURE:**
1. Letter of interest
 2. Current resume with current reference contact information.
 3. Current transcripts-unofficial until offered position
 4. Access application on HVPS website: www.hatchschools.net
- SUBMIT TO:** **Elsa Ramirez**
Human Resources -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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