

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

**POSITION:** MS Educational Assistant (Title I)

**MINIMUM QUALIFICATIONS:** **Eligible for New Mexico EA License Level III Highly Qualified**  
Pass an Approved Para Educator Exam or 60 College Hours  
Bilingual applicants are encouraged to apply

**REPORTS TO:** Building Principal

**SALARY:** Per District Salary Schedule

**BEGINNING DATE:** 2026-2027 School Year

**APPLICATION PROCEDURE:** Letter of Interest  
Current resume with current reference contact information  
Application on HVPS website: [www.hatchschools.net](http://www.hatchschools.net)

**SUBMIT TO:**  
HATCH VALLEY PUBLIC SCHOOLS  
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Hatch, NM 87937

**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:

Fred Montalvo - Superintendent  
PO Box 790  
Hatch, NM 87937  
575-267-8200