

# LAGUNA DEPARTMENT OF EDUCATION

## POSITION OPENING INTERNAL/EXTERNAL NOTICE

**POSITION:** **MULTI-FUNCTION EDUCATIONAL ASSISTANT (FULL TIME POSITION)**

**POSTED:** **12/23/2022**

**LAST DATE TO APPLY:** **1/16/2023 OR UNTIL FILLED**

**LOCATION:** **Division of Early Childhood**

**WHO TO CONTACT:** **Ms. Ruth Hidalgo, DEC Director**  
**505-552-6544**  
**Email: [r.hidalgo@lagunaed.net](mailto:r.hidalgo@lagunaed.net)**

**QUALIFICATIONS:** **Able to assist with general responsibilities related to a school setting, assisting teachers in school environment. Assist with student monitoring and supervision, assists in facilitating classroom learning. Valid NM Driver's License. HS Diploma or equivalent. Job description available upon request.**

**SALARY:** **\$13.71/hr. up to \$18.74/hr.**

*Applicants are encouraged to submit a letter of interest, a current resume, and an up-to-date application.*



**For information on applying for any position contact:**

Human Resources  
(505) 552-6008 ext. 1001

Fax (505) 552-6398

Email [p.guardiola@lagunaed.net](mailto:p.guardiola@lagunaed.net)

*Conditions of Employment: Able to comply with the immigration Reform and Control Act of 1986; obtain a successful Criminal History Background Check. Laguna-Native American Preference.*

*The Laguna Department of Education 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 military status in compliance with federal and state laws.*