

Portales Municipal School District  
501 South Abilene  
Portales, New Mexico 88130  
(575) 356-7000

## NOTICE OF VACANCY

School Year 2020-2021 School Year

### **Positions and Qualifications:**

#### **Educational Assistant – SPED – BECC**

Level III Educational Assistant license issued by the NM Public Education Department  
48 college hours or passage of para professional assessment  
Must be able to lift up to 50 pounds

**SALARY:** Per Salary Schedule

#### CONDITIONS OF EMPLOYMENT:

Upon an offer of employment, original transcripts, experience verification, fingerprinting and other paperwork will be required by the personnel and business offices.

STARTING DATE: March 22, 2021

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Applications are available for completing and printing at [www.portaleschools.com](http://www.portaleschools.com). Interested and qualified persons may submit the completed application to the Personnel Office. Additional information may be obtained by contacting the Personnel Office, 501 S. Abilene, Portales, NM 88130, (575) 356-7000. Consideration for the position will be closed on: **Until Filled**  
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It is the policy of the Portales Municipal Schools to provide equal opportunity in employment or the provision of services to all employees and applicants for employment. No person shall be discriminated against in employment because of such individual's race, religion, color, age, sex, marital status, veteran status, national origin, or disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with necessary accommodations that do not impose undue hardship. It is the responsibility of the applicant or employee to inform the Superintendent that an accommodation is needed.

**Complete  
Application Packet**  
[www.portaleschools.com](http://www.portaleschools.com) (Job Opportunities-Applications)