

# MORA INDEPENDENT SCHOOL DISTRICT

## Office of the Superintendent

P.O. BOX 179, HWY. 518 – RANGER DRIVE  
MORA, NEW MEXICO 87732  
(575)387-3101 FAX (575)387-3111  
<http://mora.k12.nm.us>

## ADMINISTRATION

Ella Arellano  
Superintendent

## BOARD OF EDUCATION

TRANQUILINO HURTADO  
Chairman

GEORGE A. TRUJILLO  
Vice Chairman

DENNIS ROMERO  
Secretary

LILLIAN MAESTAS  
Member

MICHAEL G. BENJAMIN  
Member



## NOTICE OF VACANCIES

### PART TIME GEAR-UP ADMINISTRATIVE ASSISTANT

#### REQUIREMENTS

High School Diploma;  
Experience with Microsoft Office;  
Perform a full range of complex and highly confidential office duties with occasional instruction;  
Planning Gear-Up Campaigns and attending Gear-Up Meetings

### GEAR-UP/AVID AND MATH TUTOR(S)

High School Diploma or equivalent  
College Student (preferred)

### CAFETERIA SUPPORT WORKER(S)

#### REQUIREMENTS

High School Diploma or equivalent preferred  
Relevant experience (preferred)

### K-12 MUSIC/BAND/MARIACHI TEACHER

#### REQUIREMENTS:

Bachelor of Arts/Sciences or Master of Arts/Sciences;  
Must possess or be eligible for:  
NMPED K-12 NM Specialty License  
Performing Arts Endorsement Required  
Three years of successful teaching experience  
Bilingual Certification preferred

### SECONDARY MATH TEACHER

#### REQUIREMENTS

Bachelor of Arts/Sciences or Master of Arts/Sciences or Terminal Degree;  
Must possess or be eligible for:  
NMPED 7-12 License or K-12 Specialty Teacher License;  
Math Endorsement Required  
Bilingual Certification preferred  
Three years of successful teaching experience

### SECONDARY SCIENCE TEACHER

#### REQUIREMENTS

Bachelor of Arts/Sciences or Master of Arts/Sciences or Terminal Degree;  
Must possess or be eligible for:  
NMPED 7-12 License or K-12 Specialty Teacher License;  
Science Endorsement Required  
Three years of successful teaching experience  
Bilingual Certification preferred

### MIDDLE SCHOOL MATH/SCIENCE TEACHER

#### REQUIREMENTS

Bachelor of Arts/Sciences or Master of Arts/Sciences or Terminal Degree;  
Must possess or be eligible for:  
NMPED K-8 License, 7-12 License or K-12 Specialty Teacher License;  
Math/Science Endorsement preferred  
Three years of successful teaching experience  
Bilingual Certification preferred

### INSTRUCTIONAL COACH

#### REQUIREMENTS

Must possess or be eligible for:  
BA/BS Degree in Education or a Related Field from an Accredited University or College

Must possess a NMPED Teaching Certification in a core content area; preferred in English and/or Math  
Must possess at least a Level II/III Teaching License  
Have working knowledge of AVID  
Demonstrate positive attitude, cooperativeness interest, and motivation

## **SECURITY**

### **REQUIREMENTS**

High School Diploma or Equivalent  
Drivers License Required  
At least one year of relevant school security experience

### **APPLICATION PROCEDURE**

Submit application with letter of interest, resume, copy of license(s), copy of college transcripts and three signed letters of recommendation (current within one year) to:

Ella Arellano, Superintendent  
Mora Independent School District  
PO Box 179  
Mora, NM 87732-0179

### **SALARY**

As per District Salary Schedule

### **APPLICATION DEADLINE**

Open Until Filled

### **SELECTION PROCEDURE**

Preliminary screening will be made on the basis of information included in the materials submitted. Selected applicants may be invited for an interview. Superintendent has the right to open positions to the public,

THE DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR HANDICAP/DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES, ANCESTRY, SEXUAL ORIENTATION, GENDER IDENTITY, PHYSICAL OR MENTAL HANDICAP, SERIOUS MEDICAL CONDITION OR SPOUSAL AFFILIATION.

POSTED: 4/16/18, 4/24/18, 5/3/18-PE,MATH, 5/14/18-Sci, PE/Health, 5/15/18- Director, Security, 5/25/18, 6/1/2018-Sped, 6/11/2018, Gear-Up 6/19/18, IC 6/26/18