

**Los Alamos Public Schools  
Certified Vacancy List  
Updated- March 4, 2010**

Site	Position*	Job No.	License(s)	FTE	Range	Posting Date	Deadline
<b>SY 2010-2011 CERTIFIED POSITIONS</b>							
District	Assistant Superintendent	2011-006	NM Administrative K-12 License	1.00	Min. \$95,000	02/22/10	04/02/10
High School	Principal	2011-005	NM Administrative K-12 License	1.00	Min. \$95,000	02/19/10	03/19/10
High School	Teacher, Building Trades	2011-001	NM Grades K-12 or NM Secondary 7-12 with Technology Education endorsement	1.00	Scale	02/18/10	Until filled
High School	Teacher, Language Arts	2011-003	NM Grades K-12 or NM Secondary 7-12 with Language Arts endorsement	1.00	Scale	02/18/10	Until filled
High School	Teacher, Language Arts	2011-004	NM Grades K-12 or NM Secondary 7-12 with Language Arts endorsement	1.00	Scale	02/18/10	Until filled
High School	Teacher, Mathematics	2011-002	NM Grades K-12 or NM Secondary 7-12 with Mathematics endorsement	1.00	Scale	02/18/10	Until filled
Student Services	Director of Student Services	2011-007	NM Administrative K-12 license and NM Special Education K-12	1.00	Min. \$90,000	02/19/10	04/13/10
<b>SY 2009-2010 CERTIFIED POSITIONS</b>							
Curriculum	Science Fair Coordinator	2010-093		0.00	Stipend \$5,000	03/04/10	Until filled
<b>COACH POSITIONS</b>							
High School	Coach, Head Football	2010-079	NM Athletic Coaching 7-12 License	0.00	Coach	11/18/09	Until filled
<b>EXTENDED SCHOOL YEAR / SUMMER SCHOOL (Internal Only)</b>							
District	ESY Special Education Teachers	2010-087	NM Special Education K-12 License	0.00	\$30 hour	02/02/10	Until filled
District	ESY Instructional Assistants	2010-088	NM Instructional Assistant K-12 License	0.00	\$15 hour	02/02/10	Until filled
District	Summer School Teachers	2010-089	NM Elementary K-8 License or NM Secondary 7-12 License with Reading, Language Arts and/or Mathematics endorsement.	0.00	\$30 hour	02/02/10	Until filled
District	Summer School Instructional Assistants	2010-090	NM Instructional Assistant K-12 License	0.00	\$15 hour	02/02/10	Until filled

Employment application: Please log onto our website at [www.laschools.net](http://www.laschools.net) or stop by our office at 751 Trinity Drive. Job Line: (505) 663-2225.  
Please mail completed employment applications to: Los Alamos Public Schools, Human Resources, P.O. Box 90, Los Alamos, NM 87544.

Position	Responsibilities*	Required Skills*
Assistant Superintendent	Direct supervision of Instruction, Technology & Assessment; serve in absence of Superintendent as CEO; assist Superintendent in development of policies/regulations; supervise/evaluate work of selected site/department administrators; fulfill other duties as delegated by the Superintendent. Primary responsibilities include: staff development, testing & assessment, open enrollment, EPSS/District short/long-range planning and state accountability reporting.	Must possess a NM Administrative License and have a minimum of four years of successful site or central office administrative experience preferred. Must also have demonstrated skills in the following areas: leadership, human relations, verbal and written communication and technology.  <b>APPLICANTS MUST SUBMIT THE FOLLOWING:</b> A current certified employment application, resume, letters of recommendation (minimum of three, less than one year old), and a letter of application which speaks to the applicant's interest/qualifications for the position, describes his/her educational leadership skills, human relation skills and describes training and experience in curriculum, instruction, scheduling and supervision.

Coach, Head Football	To direct the planning, preparations and coaching activities of the football program from the mid-school level to the high school. To plan, schedule and conduct a regular program of practice and competition in accordance with rules of the school, the NMAA, and District 2-4A. To supervise, evaluate and recommend appointment and assignment of coaching staff. To assist the Athletic Director and Athletic Trainer in the distribution and collection of appropriate information i.e. Physical forms, and all other forms that are required by the NMAA, District 2-4A and the high school. To attend the appropriate meetings pertaining to football as scheduled by the NMAA or District 2-4A. To recommend purchase of equipment, supplies and uniforms as needed. To assume responsibility for maintaining an accurate inventory of equipment pertaining to the sport. To oversee the safety and conditions of the facility or area assigned to the football programs. To assume responsibility for supervision, safety and welfare of students participating in football program before, during and after scheduled practices and competitive contests. To establish and maintain good rapport with athletes, staff, parents, community groups and news media. To assume responsibility for submitting request for transportation forms to the Athletic Director. To assist the Athletic Director in planning and organization of promotion and participant recruitment and recognition programs pertaining to the sport. To perform assigned tasks in a timely and efficient manner. To perform assigned tasks with a high standard of quality. To perform other duties as assigned by the Principal or designee.	Must possess a NM Athletic Coaching 7-12 license or ability to obtain. Must be able to demonstrate the sport or activity including lifting all equipment as required by the sport or activity. This is to include games and practices. Successful experience as either a head or assistant coach, or successful experience as a player or coach at the college level. The employee must have physical stamina to be able to handle the hours and physical stress of the sport during contests and practices. The employee should be able to use the machines, tools, equipment, and work aids which may be representative of those commonly associated with this type of work.
Director of Student Services	The Director of Student Services oversees all special education and related services, gifted education, English Language Learners, guidance counseling, school nurses, mental health personnel, diagnostic evaluations, prevention, Student Assistance Teach (SAT), Response to Intervention (RtI), and student records to ensure that all students with special needs are provided with appropriate services and educational opportunities to meet their needs and to ensure the district is in compliance with State and Federal regulations.	Must possess a NM Administrative K-12 license and NM Special Education K-12 license with a minimum of 4 years experience preferred as an administrator in a special education related position.  <b>APPLICANTS MUST SUBMIT THE FOLLOWING:</b> A current certified employment application, resume, letters of recommendation (minimum of three, less than one year old), and a letter of application which speaks to the applicant's interest/qualifications for the position, describes his/her educational leadership skills, human relation skills and describes training and experience in special education, scheduling and supervision.
Extended School Year Special Education Teachers	Multiple part-time positions available from June 14 to July 16. Contact Karla Crane for more information regarding specifics. Please submit your letters of interest to the Human Resources Department.	Knowledge, training and experience in providing services through an IEP.
Extended School Year Instructional Assistants	Multiple part-time positions available from June 14 to July 16. Contact Karla Crane for more information regarding specifics. Please submit your letters of interest to the Human Resources Department.	Knowledge, training and experience in providing support to students with disabilities under the direction of a special education teacher.
Principal- High School	Provide instructional leadership to staff to include: professional development, curriculum planning, review and implementation. Responsible for day-to-day site administration and the safety and welfare of students, staff and activities. Must ensure a safe, pleasant and effective educational atmosphere, provide discipline as necessary and enforce school policies and regulations.	Must possess NM Administrative license and a minimum of 4 years experience preferred as an administrator in an education related position. Must have experience working with Professional Learning Communities, the ability to lead an organization through change and restructuring utilizing research-based methods. Demonstrated ability to lead an organization through change, to lead in a site-based-decision environment, to create and lead in a team environment. Must possess excellent communication skills, commitment to parent and community involvement, skills and knowledge related to implementing Special Education and Gifted programs, and documented experience and training as an instructional leader.  <b>APPLICANTS MUST SUBMIT THE FOLLOWING:</b> A current certified employment application, resume, letters of recommendation (minimum of three, less than one year old), and a letter of application which speaks to the applicant's interest/qualifications for the position, describes his/her educational leadership skills, human relation skills and describes training and experience in curriculum, instruction, scheduling and supervision.
Science Fair Coordinator	Ability to facilitate & coordinate a yearlong science fair initiative, district county-wide. Understanding of details, policies, rules deadline, which lead to a successful Science Fair. Extremely strong leadership and meeting facilitation skills, to include: time management, working with multiple stakeholder groups,	Must have experience in planning and facilitating a science fair from beginning to end, including preparation, site level fairs, district science fair, matriculation to regional & state and possibly continuation to national & international levels.

	ability to work with students & their parents, ability to communicate effectively with these groups while working under pressure.	
Summer School Positions	Summer school will be held June 16 to July 20 for three hours a day. There will be one paid training day prior to school. Teachers will have a small self-contained class of one grade level. Rate of pay is a minimum of \$30 hour for teachers. Rate of pay is \$15 hour for Instructional Assistants. Please submit your letters of interest to the Human Resources Department.	NM Elementary K-8 License or NM Secondary 7-12 License with Reading, Language Arts and/or Mathematics endorsement.
Teacher	Plans/implements program of study, creates classroom environment conducive to learning, guides learning process toward curriculum goals, establishes clear objectives for all lessons/units/projects and communicates these to students, assesses accomplishments of student and provides progress reports as required, counsels with colleagues/students/parents on a regular basis, assists the administration in implementing all policies and/or rules governing student life and conduct, develops rules of classroom behavior and procedures, maintains classroom order, attends staff meetings and serves on staff committees as required, assists in selection of books/equipment/instructional materials, maintains accurate/complete/correct records as required. Experience in Continuous School Improvement and/or Baldrige model is a plus!	Must possess a New Mexico teaching license. Ability to communicate effectively, ability to maintain accurate records, good writing/verbal skills. Knowledge regarding SQS/Baldrige/continuous improvement procedure and data collection.