



**CUBA INDEPENDENT SCHOOLS  
(INTERNAL/EXTERNAL VACANCY NOTICE)**

**POSITION:** STUDENT SUPPORT SPECIALIST  
(Pay Band 55 for RAC/Learning Lab)

**DATE OF NOTICE:** AUGUST 27, 2019

**MINIMUM QUALIFICATIONS:** HIGH SCHOOL DIPLOMA OR EQUIVALENT, VALID NM DRIVERS LICENSE, PUNCTUAL, RESPONSIBLE, POSITIVE ATTITUDE, MUST BE ABLE TO LIFT UP TO 30 LBS

**PREFERRED QUALIFICATIONS:** AA OR 48 CREDIT HOURS, EXPERIENCE IN HIGH SCHOOL EDUCATION, EXPERIENCE WORKING WITH NON-TRADITIONAL STUDENTS, EXPERIENCE IN ADULT EDUCATION, BILINGUAL, TECHNOLOGY PROFICIENT, TASK ORIENTED, ORGANIZATIONAL SKILLS, POSSESS STRONG CLASSROOM MANAGEMENT SKILLS

**SALARY:** DETERMINED BY 2019-2020 GRANT-PAY BAND 55. 183 Day Contract

**APPLICATION PROCEDURE:** SUBMIT LETTER OF INTEREST AND RESUME TO: MS. MARY L. CASAUS, HR ADMINISTRATIVE ASSISTANT, CUBA INDEPENDENT SCHOOLS, P.O. BOX 70, CUBA, NM 87013.

**APPLICATION DEADLINE:** SEPTEMBER 10, 2019

**CONTACT:** FOR MORE INFORMATION CONTACT MS. MARY L. CASAUS @ 289-3211 EXT 612 OR [mcasaus@cuba.k12.nm.us](mailto:mcasaus@cuba.k12.nm.us)

**PO Box 70, #50 County Rd 13, Cuba, NM 87013, Phone: 575-289-3211, Fax: 575 289-3314**

*Cuba Independent School District does not discriminate on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital or veteran status or disability in any educational programs, activities or employment. Cuba Independent School District also prohibits the use of racial, ethnic, and/or sexual slurs, including sexual harassment. If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in a school meeting or hearing, or if you wish to receive assistance or information regarding student grievances, language translations of District policy, Section 504 or Title IX, please contact the Superintendent's Office at least one week prior to the meeting or as soon as possible. The district Title IX Officer, Rhiannon Chavez may be contacted at the address or phone number listed above or at [rchavez@cuba.k12.nm.us](mailto:rchavez@cuba.k12.nm.us). For concerns at the school level, for Elementary School – Ext. 400/403 or Middle School – Ext. 300/302 or High School – Ext. 200/202 or [cuba.k12.nm.us](http://cuba.k12.nm.us).*