



Ruidoso Municipal School District Notice of Vacancy

- Date:** April 4, 2018
- Position:** **Counselor**
Ruidoso High School
- Qualifications:**
- *Valid NM Public Education Department Counseling License or eligibility
 - *Successful counseling experience pertaining to high school students
 - *High degree of knowledge of state and federal regulations pertaining to high school graduation
 - *High degree of knowledge about program offerings
 - *Knowledge of Positive Behavioral Interventions & Supports (PBIS)
 - *Must demonstrate a willingness to work in a cooperative working environment
 - *Strong reading, written, verbal and interpersonal skills
- Responsibilities:**
- *To provide student services that will ensure mental and emotional safety for high school students
 - *Maintain up-to-date student records
 - *Supervise all secondary testing requirements (state, national)
 - *Assist Students in scheduling classes
 - *Interpret transcripts from other high schools for transferring students
 - *Advisement
 - *Counseling for intervention purposes
 - *Maintain files to provide students with information on in-state and out-of-state colleges
 - *Work productively as part of a team
 - *Other duties as assigned
- Contract Period:** 2018-19 School Year
- Start Date:** August 9, 2018
- Salary:** Per Ruidoso Municipal School District Salary Schedule
- Application Process:** Application available online at www.ruidososchools.org. For more information contact:
Cody Patterson, Principal at Ruidoso High School
pattersonc@ruidososchools.org
125 Warrior Drive
Ruidoso, NM 88345
(575)-630-7906
Or
Lisa Brillante, HR Benefits Specialist
brillantel@ruidososchools.org
200 Horton Circle
Ruidoso, NM 88345
(575) 630-7002
- Application Deadline:** Until filled
- Selection Process:** Selected applicants will be interviewed following initial screening of application materials submitted.

Ruidoso Municipal School District is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, religion, sex, marital status, or disability in compliance with federal and state laws.