

## Mora/Colfax Head Start Program

Cimarron, Mora, Springer & Raton  
P.O. Box 180 Holman, New Mexico 87723 Phone: (575) 387-3139 Fax: (575) 387-6656

### NOTICE OF VACANCY MORA-COLFAX HEAD START under the Auspices of the Mora Independent School District

#### COORDINATOR- Cimarron

##### REQUIREMENTS:

High School or equivalent

- Minimum 15 hours in Early Childhood Education or  
Minimum 15 hours in coursework equivalent to major relating to early childhood education with experience in an early childhood setting
  - Child Development Associate (CDA) credential or ability to complete by December 15, 2014
- Associate's Degree (preferred)
- Minimum 20 credit hours in Early Childhood Education or  
Minimum 20 credit hours in coursework equivalent to major relating to early childhood education with experience in an early childhood setting
  - Bachelor's Degree (preferred)
- Minimum 24 credit hours in Early Childhood Education or  
Minimum 24 credit hours in coursework equivalent to major relating to early childhood education with experience in an early childhood setting
  - Knowledge of Human Resources, Management Systems and Family Engagement in Head Start (preferred)

##### APPLICATION PROCEDURE:

Submit application with letter of interest, resume, criminal history affidavit, copy of high school diploma and/or college transcripts and three letters of recommendation (current within one year) to:

Beverly Dobbins-Montoya, Head Start Director  
Mora-Colfax Head Start  
PO Box 180  
Holman, NM 87723

For an application or information visit our website at <http://mora.k12.nm.us>,  
call (575)387-3146 or email [bmontoya@mora.k12.nm.us](mailto:bmontoya@mora.k12.nm.us)

##### SALARY

As per salary schedule

##### APPLICATION DEADLINE

Noon on August 1, 2014

##### 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.

THE MORA INDEPENDENT SCHOOL 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.

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