

GALLUP-MCKINLEY COUNTY PUBLIC SCHOOLS
GALLUP, NEW MEXICO

PHYLLIS CASUSE
INTERIM ASSISTANT SUPERINTENDENT OF PERSONNEL



"Our greatest contribution is to be sure there is a teacher in every classroom who cares that every student, everyday, learns and grows and feels like a real human being."

SRI

POSITION VACANCIES

Closing Date: February 8, 2012

ASSISTANT SUPERINTENDENT OF PERSONNEL, (246 Days)
Student Support Center • Gallup, NM • Base Salary \$84,031

Position Responsibilities: To plan, direct, manage, and oversee the operations of the Personnel Department including recruitment and selection, classification, compensation, licensure, workers' compensation, and the grievance process; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the Superintendent. **Qualification Requirements:** Equivalent to a Masters degree from an accredited college or university with major course work in Personnel, business administration, public administration, school administration or a related field. Six years of increasingly responsible professional level Personnel experience, including three years of management and administrative responsibility. Possession of, or ability to obtain, an Education Administrator License from the New Mexico Public Education Department.

Application Process: Professional GMCS Application Form and copies of current teaching/ administrative licenses. Resumes will not be accepted as part of the application package. Complete applications must be submitted to the Personnel Department to be considered. *No portfolios please.*

Gallup-McKinley County Schools
Personnel Department
640 South Boardman, Box #1318
Gallup, NM 87305
(505) 721-1062, or 1-800-842-5587, Ext. 11062

Gallup-McKinley County Schools Is an Equal Opportunity Employer
GMCS does not discriminate on the basis of race, religion, sex, sexual orientation, gender identity, disability, age, national origin, maternity, or veteran status.
Applicants' Names May Be Released to the Media.

Ad Released: January 18, 2012