



Carrizozo Municipal Schools

P.O. BOX 99, CARRIZOZO, NM 88301
Phone: (575)648-2348 * Fax: (575)648-2216

Cody Patterson - Superintendent
Eli Barela - Principal
Cathy Barela - Dean of Students

Date: 10/8/2026
Position: Educational Assistant

General Job Description: To provide assistance in preparing our students socially, behaviorally, and academically to become productive participants in their families, schools, and communities.

Essential Duties:

- Displays a desire to work with student.
- Work as a member of a team.
- Maintain confidentiality.
- Communicate effectivity both verbally and in writing.
- Assist staff in school environment where individual difference are respected.
- Help maintain cohesiveness in school environment
- Respond to students as individuals.
- Assist in maintaining students' involvement in appropriate tasks.
- Provide assistance with individualized program materials.
- Supervise small groups of students in community environment.
- Participate in Professional Development.
- Be flexible and able to prioritize tasks and maintain accurate and detailed records.
- Work independently.
- Use technology for management.
- May be required to perform other related duties as assigned by supervisor.

Qualifications: *High school diploma or GED preferred.
*Ability to work with co-workers, students, and staff and maintain a positive attitude.
*Prefer experience in custodial work or related field.
*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
*A valid driver's license.
*Qualify for and Educational Aid Certification.

Contract period: 2026-2027 School Year
Start Date: As soon as position is filled.

Application Process: Application available in district office.
Complete application and turn in to:
Eli Barela, Principal