August 6, 2013

TO ALL PERSONNEL:

We are accepting applications for the position of Special Education Counselor for Eisenhower High School and Eisenhower 9th Grade School. (one position)

Applicants for this position must hold a current license as a specialist in school psychology (LSSP) from the Texas State Board of Examiners of Psychologists (TSBEP); or a valid Texas teacher’s certificate, a master degree, a valid counselor’s certificate, and a valid special education certificate. Three years of classroom teaching experience for those holding a valid Texas teacher’s certificate must be completed.

To be considered for this position, you must submit the following materials to the Office of the Assistant Superintendent of Human Resources by the end of the day on Monday, August 19, 2013: (1) letter of interest, (2) official transcript(s) with degree posted, (3) current resume, and (4) a copy of your certificate or a copy of your LSSP license, whichever is applicable. NO APPLICATIONS WILL BE CONSIDERED WITHOUT THESE MATERIALS. LATE APPLICATIONS WILL NOT BE ACCEPTED. Submit a hard copy of your letter of interest with other required materials to Gloria Cavazos, Assistant Superintendent of Human Resources, by the deadline. Letters of interest sent via e-mail or by fax will not be accepted. IN ORDER TO BE CONSIDERED FOR THIS POSITION, ALL MATERIALS MUST ACCOMPANY YOUR LETTER OF INTEREST.

Sincerely,

Gloria Cavazos

Gloria Cavazos
Assistant Superintendent of Human Resources