



CAPITAN MUNICIPAL SCHOOLS

Home of the Tigers

VACANCY NOTICE

May 13, 2026

POSITION: Middle/High School Secretary

2025-2026 Academic Year

CONTRACT: Non Certified Salary Schedule Contract.

QUALIFICATIONS:

High School Diploma or GED
Excellent interpersonal skills
Ability to work with others and under pressure.
Commitment to staff and students.
Strong organizational skills and good work ethic.
Must pass a background check.

**APPLICATION
DEADLINE:**

Until Filled

PROCEDURE:

Application may be downloaded from the Capitan Municipal School web page at www.capitantigers.org

Submit letter of interest, resume and application to:

Office of the Superintendent

Capitan Municipal Schools

P.O. Box 278

Capitan, N.M. 88316

Phone: 575-354-8500 Fax: 575-354-8505

Capitan Municipal School District policy is to select the best-qualified applicant without regard to race, color, marital status, religion/creed, sex, disability/handicap, or national origin.

CAPITAN MUNICIPAL SCHOOLS *To Lead, Educate, and Prepare All Students*

Located in 150 Forest, Capitan, NM 88316 • Mailing Address PO Box 278, Capitan, NM 88316 • Phone (575) 354.8500 • Fax (575) 354.8505