



# Canutillo Independent School District

7965 Artcraft Road El Paso, Texas 79932

Mailing Address: P.O. Box 100 Canutillo, Texas 79835

**Martha Carrasco**

*Martha Carrasco*  
Executive Director, Human Resources

(915) 877-7423

FAX (915) 877-7407

mcarrasco@canutillo-isd.org

**To: Board of Trustees**  
**Subject: New Positions**  
**Date: November 1, 2012**

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Attached for your review and consideration are the job descriptions for 3 new positions. These job descriptions are being presented to you in draft format. Two of the job descriptions have been submitted to TASB for a recommendation on salary placement. This information will be discussed at the Policy/Instruction/Personnel/Student Services Committee on Monday, November 5<sup>th</sup>.

The third job description was provided by CTE. During the Personnel Committee meeting held on October 31<sup>st</sup>, Ms. Pat Araujo and Ms. Angelica Romo presented a "Student Trainee Program" by which the District could employ students who are in the CHS Career Prep class. CISD would provide an opportunity for students to participate in a learning experience that combines classroom instruction with paid employment experiences. CTE will also be providing the funding. Rate of pay will be set at minimum wage and students will be working 15 hours per week. (Please see attached proposal as presented to the Personnel Committee)

If there are any questions regarding this information, please call me at (915) 877-7423 or 588-8233.

Thank you.

xc: Superintendent

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Executive Director for Human Resources, (915) 877-7423, 7965 Artcraft Road, El Paso, Texas 79932.