



Dear Applicant:

Thank you for applying with High Plains Regional Education Cooperative (HPREC). HPREC, located in Raton, is one of nine regional education cooperatives in New Mexico. Our mission is to provide quality support and services to eight local school districts (i.e., Cimarron, Clayton, Des Moines, Maxwell, Mosquero, Raton, Roy, and Springer) and their affiliated charter and private schools.

Whether you are starting a new career, an experienced professional, or a previous HPREC employee, the application requirements are the same. Specifically, the application process will be completed only when we have received all of the following documents:

- ✓ A detailed letter in which you clearly describe your qualifications and interest in the position;
- ✓ A current, detailed resume which includes a summary of achievements;
- ✓ The completed application form;
- ✓ A minimum of three (3) recent letters of recommendation either incorporated in your college/university credential file or sent directly to HPREC;
- ✓ Official copies of transcripts from all colleges/universities you have attended; and
- ✓ Apply for New Mexico state license(s) and submit to HPREC as soon as possible. Note: HPREC cannot issue licenses and endorsements. You must contact the Public Education Department for license application. Visit: <http://www.ped.state.nm.us/div/ais/lic/index.html>.


In addition, you will need to have a background check required by the State of New Mexico. The background check includes fingerprinting, which can be done at your local law enforcement agency.


Please send all materials to:

High Plains Regional Education Cooperative
101 North Second Street
Raton, New Mexico 87740

If you have any questions about HPREC, the position, or the application process, please feel free to contact us at 575-445-7090. To learn more about HPREC, visit: www.hprec.com.

Respectfully,


R. Stephen Aguilar
HPREC Executive Director


Dana Stoltz Gray
HPREC Director of Programs