



**EDINBURG CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**

**P.O. Box 990**

**Edinburg, Texas 78540**

**Phone: (956) 289-2300 Fax: (956) 383-7487**

**CLASSIFIED EMPLOYMENT PROCEDURES**

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1. Fill in application and return it to the corresponding departments or mail it to ECISD Personnel Office, P.O. Box 990, Edinburg, Texas 78540:
  - Child Nutrition - 1313 E. Schunior - (956) 289-2575
  - Maintenance & Facilities – 1305 E. Schunior - (956) 289-2577
  - Transportation – 1101 E. Schunior - (956) 316-7718 or 316-8888
2. Please attach the following:
  - Copy of high school diploma, high school transcript or GED, if applicable. If applicant has college hours, submit a transcript from university.
  - A waiver for criminal history record information must also be completed.
3. When a vacancy occurs, the Department Head and/or SBDM will review applications and choose whom they will interview. The Department Head will contact applicants for an interview by SBDM.
4. Recommendation will be made to the Superintendent.
5. Upon Superintendent's approval, he or she will make a recommendation to the Board at the next board meeting.
6. Upon Board approval, the employee will be notified by the Department Head, a starting date is established.
7. Applications are kept active for only one year.

The District may obtain criminal history record information that relates to a person the District intends to employ.

The district designates the following person to coordinate its efforts to comply with Title II, or the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973:

**Name/Nombre: Robert Saenz**  
**Position/Título: Maintenance Director**  
**Address/Dirección: 1305 East Schunior, Edinburg, Texas 78541**  
**Telephone/Teléfono: (956) 289-2300**

The district designates the following person to coordinate its efforts to comply with Section 504 of the Vocational Rehabilitation Act of 1973:

**Name/Nombre: Sofia Hinojosa, Coordinator of Student & Social Services**  
**Position/Título: Coordinator of Guidance Services/Drug Intervention Programs**  
**Address/Dirección: 411 North Avenue, Edinburg, Texas 78541**  
**Telephone/Teléfono: (956) 289-2300 ext. 2024**

The district designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended, and is designed to hear complaints or concerns related to Title IX for Personnel and students:

**Name/Nombre: Robert Viña**  
**Position/Título: Coordinator of Personnel/Legal Issues**  
**Address/Dirección: 411 North 8<sup>th</sup> Avenue, Edinburg, Texas 78541**  
**Telephone/Teléfono: (956) 289-2300**

**ECISD IS AN EQUAL OPPORTUNITY EMPLOYER**

**It is the policy of Edinburg CISD not to discriminate on the basis of sex, age, handicap, religion, race, color, or national origin in its' educational programs.**

**Es póliza del Distrito Escolar de Edinburg el no discriminar por razones con base en sexo, edad, religión, raza, color origen nacional, ni discapacidad dentro de sus programas educacionales.**

**08/2014**