



TO'HAJIILEE COMMUNITY SCHOOL BOARD OF EDUCATION, INC.

(A non-profit government contractor)

P.O. Box 3468 | To'Hajiilee, NM 87026 | (505) 908-2145 | www.tohajiileeschool.com

VACANCY ANNOUNCEMENT

POSITION TITLE: EXECUTIVE ADMINISTRATIVE ASSISTANT

TCSB-2223-016

Announcement No.

SALARY RANGE: LEVEL II: \$41,913 - \$47,838 PER YEAR

LEVEL III: \$46,552 - \$55,631 PER YEAR

(Based on Education and Experience)

July 26, 2022

Opening Date

FLSA STATUS: Non-Exempt

YEAR LONG CONTRACT

OPEN UNTIL FILLED

Closing Date

EQUAL OPPORTUNITY EMPLOYER

Within the scope of Indian Preference, all candidates will receive consideration without regard to race, color, sex, religion, national origin, or other non-merit factors.

NAVAJO/INDIAN PREFERENCE POLICY

In filling vacancies, the school shall give preference to qualified enrolled members of the Navajo Tribe in accordance with the provisions of the Navajo Sovereignty in Education Act of 2005. Verification of Navajo/Indian preference must be submitted with the application if claiming Navajo/Indian Preference.

THE EMPLOYMENT IS SUBJECT TO BACKGROUND INVESTIGATION CLEARANCE PROCEDURES.

Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), and Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630 (codified in 25 United States Code § 3207) requires a criminal history records check as a condition of employment for positions that involve regular contact with or control over Indian children. This statement is notice that a national criminal record check will be conducted as a condition of employment. A favorable screening and a favorable background investigation is a condition of employment.

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of To'Hajiilee Community School are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards
- Interact in an honest, trustworthy, and dependable manner with staff, students, parents, employees, community members and vendors.
- Possess cultural awareness and sensitivity
- Maintain a current driver's license

STATEMENT OF DUTIES:

Under the general supervision of the Chief School Administrator, the incumbent of this position is responsible for providing office clerical, typing, scheduling and administrative services in support of the school's administration and serving as a personal assistant to the Chief School Administrator in the performance of that official's duties.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Level 2 An Associate's Degree in Secretarial Science or related field of study
- Level 3 A Bachelor's Degree in Secretarial Science or related field of study
- 2 years of proven experience as an Executive Administrative Assistant, Senior Executive Assistant or in a Secretarial role.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employment.



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- Must successfully pass the Background and Character Investigation in compliance with the Indian Child Protection and Family Violence Prevention Act, Public Law 101.630
- A valid New Mexico Driver's License is required.
- Bilingual skills in English and the Navajo Language (Navajo Language preferred but not required)

PHYSICAL REQUIREMENTS:

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice with or without a hearing aid is required. In most instances, an amputation of arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicant must have mental and emotional stability.

APPLICATION REQUIREMENTS

Applications and all other documents must be received by the closing date of this announcement unless specified as open until filled. Applicant qualifications will be evaluated solely on the information submitted by them in their applications. Failure to provide supporting documentation may result in your application being returned to you, or receipt of a lower or ineligible rating. All applications or resumes must have original signature. Applications become part of official record and will not be duplicated or returned. Qualifications and Navajo/Indian preference eligibility will be determined on the basis of information submitted.

OTHER REQUIREMENTS/SPECIAL REFERENCE:

- You must be a U.S. citizen to qualify for this position.
- The incumbent is required to drive a motor vehicle to conduct business at field locations.
- A valid State Driver's License is required.
- All applicants must submit an Individual Driver History Report upon hire.
- Housing is **NOT** available.
- Relocation Expenses **WILL NOT** be paid.
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HOW TO APPLY: Submit the following documents:

1. Employment Application (Download from the website)
2. Background Investigative Questionnaire for a Child Care Position Application (Download from website)
3. Current Resume
4. Unofficial College Transcripts (An official transcript will be required upon hire)
5. BIE Form 4432 (if claiming Navajo/Indian preference in employment)
6. Copy of valid Driver's License
7. Copy of Individual Motor Vehicle Driving Report

ALL OF THE ABOVE MUST BE INCLUDED WITH APPLICATION IN ORDER TO BE CONSIDERED.