



RAMAH NAVAJO SCHOOL BOARD, INC. NAVAJO PREFERENCE EMPLOYER

JOB VACANCY

Friday, November 15, 2024

POSITION	PROGRAM/ DEPARTMENT	CLOSING DATE
School Resource Officer	Education Services/ Pine Hill School	Open Until Filled
Substitute Teachers (3)	Education Services/ Pine Hill School	Open Until Filled
Bus Driver (Temporary)	Education Services/ Transportation	Open Until Filled
Security Officer (Temporary)	Education Services/ Support Services	Open Until Filled
Home Living Assistant (Female) (Temporary)	Education Services/ Dormitory	Open Until Filled
Human Resource Director	Executive Office/ Human Resources	Closing Date: 12/02/24
Receptionist	Executive Office/ Executive	Closing Date: 11/19/24
Grant Writer/Development Officer	Executive Office/ Executive	Open Until Filled
Clinic Nurse Supervisor	Health & Human Services/ Pine Hill Health Center	Closing Date: 11/15/24
Medical Assistant	Health & Human Services/ Pine Hill Health Center	Open Until Filled
Emergency Medical Technician – Intermediate	Health & Human Services/ Pine Hill Health Center	Open Until Filled
Emergency Medical Technician – Basic	Health & Human Services/ Pine Hill Health Center	Open Until Filled
Administrative Assistant	Community Services/ SETS	Open Until Filled
Board Operator (Temporary)	Community Services/ KTDB Radio Station	Open Until Filled
Custodian	Administrative Services/ Property & Procurement	Closing Date: 11/29/24
Middle School Boys Basketball Coach	Education/ Athletics	Open Until Filled

RAMAH NAVAJO SCHOOL BOARD, INC. GIVES PREFERENCE TO ELIGIBLE APPLICANTS ACCORDING TO THE NAVAJO PREFERENCE IN EMPLOYMENT ACT

Applicants must successfully complete & pass a pre-employment criminal background check, character investigation, & drug screening

Applicants are REQUIRED to file an application for EACH advertised position.

HOW TO APPLY: Submit the following required documents to: Ramah Navajo School Board, Inc. (RNSB, Inc), Human Resource Dept., PO Box 10, Pine Hill, New Mexico 87357

Website: <https://www.rnsb.k12.nm.us/humanresources>

- 1.) RNSB, Inc. Employment Application (Employment Application MUST be filled out COMPLETELY)
- 2.) Required documents: Official Transcripts, Copies of High School Diploma/GED or College Diploma, Certificates, License, etc.
 - a. Resume's are optional which SHALL NOT be accepted in lieu of an RNSB, Inc. Employment Application.
 - b. Credits for education SHALL NOT be granted WITHOUT verification.
- 3.) Application and all accompanying documents MUST be received by the closing date of the job vacancy announcement. Application submitted AFTER the closing date SHALL NOT be considered. Application SHALL NOT be duplicated or returned. Incomplete application SHALL NOT be considered.