



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: EDUCATION ASSISTANT (On-Call)

TCSB-2425-017

Announcement No

SALARY RANGE: \$15.17 to \$19.55 PER SCHOOL YEAR
(Based on Education and Experience)

DECEMBER 02, 2024

Opening Date

FLSA STATUS: Non-Exempt

SCHOOL YEAR 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 the 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 insurable driver's license
- Will include substitute in food service, transportation, academics, and facilities

STATEMENT OF DUTIES:

Under the general supervision of the Supervisory Instructional Leader, the incumbent of this position serves as an educational assistant at To'Hajiilee Community School. The educational assistant performs duties of a supportive academic nature in a classroom environment, under the direction of the teacher. The instructional area will be in a K-12 setting. The students assigned will range from 5 years to 18 years and will be assigned to grade level(s): K-12

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- 1 year of related experience.
- An High School Diploma
- A valid New Mexico Driver's License
- Must be able to successfully pass a Background and Character Investigation in compliance with the Indian Child Protection and Family Violence Prevention Act, Public Law 101.630



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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.

HOW TO APPLY: Submit the following documents:

1. Employment Application
2. Background Investigative Questionnaire for a Child Care Position Application
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
8. Copy of Physical Examination with Tuberculosis test, AND First Aid, CPR and Food Handler's Certifications.

Please email Jennifer Redhouse, Human Resources to request employment application and background investigation application at redhouse@tohajiilee.com.

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