



# RAMAH NAVAJO SCHOOL BOARD, INC.

## NAVAJO PREFERENCE EMPLOYER

### JOB VACANCY

**Thursday, March 27, 2025**

POSITION	PROGRAM/ DEPARTMENT	CLOSING DATE
Executive Director	Executive/Executive Office	Open Until Filled
High School Dine Language & Culture Teacher	Education Services/Pine Hill School	Closing Date: 4/10/25
K-6 Counselor	Education Services/Pine Hill School	Closing Date: 4/10/25
K-12 Administrative Assistant (2)	Education Services/Pine Hill School	Open Until Filled
Substitute Teachers (3)	Education Services/Pine Hill School	Open Until Filled
Custodian (School) - Temporary	Education Services/Facilities Mgmt.	Open Until Filled
Nutrition Manager/Cook	Education Services/Head Start	Closing Date: 4/1/25
Medical Director	Health & Human Services/Pine Hill Health Center	Closing Date: 4/10/25
Dental Hygienist	Health & Human Services/Pine Hill Health Center	Open Until Filled
Staff Pharmacist	Health & Human Services/Pine Hill Health Center	Open Until Filled
Patient Registration Technician	Health & Human Services/Pine Hill Health Center	Open Until Filled
Emergency Medical Technician – Basic	Health & Human Services/Pine Hill Health Center	Open Until Filled
Board Operator (Temporary)	Community Services/KTDB Radio Station	Open Until Filled
Accounts Payable (IN-HOUSE)	Administrative Services/Finance	Closing Date: 3/28/25

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.msb.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. Resumes 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.