

HATCH VALLEY PUBLIC SCHOOLS
P. O. BOX 790
HATCH, NM 87937
Telephone: (575) 267-8200
Fax Number: (575) 267-8202

POSITION: Health Assistant

MINIMUM QUALIFICATIONS:

- High School graduate or GED equivalent
- NMPED-Valid School Health Assistant License (can be obtained while on the job).
- Current first aid/C.P.R. training (can be obtained while on the job).
- Current New Mexico driver's license.
- Interest in working with children.
- Knowledge of clerical and office procedures with organizational skills.
- Respect for confidential information, privacy and space of others.
- Completed and cleared background check.
- Bilingual preferred.
- Self-motivated to complete job assignments without direct supervision.
- A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

REPORTS TO: District Registered Nurse (RN)

BEGINNING DATE: 2025-2026 School Year

APPLICATION

PROCEDURE: Letter of Interest, Current resume with current reference contact information
Access application on HVPS website: www.hatchschools.net

SUBMIT TO: HATCH VALLEY PUBLIC SCHOOLS

P. O. Box 790
Hatch, NM 87937
eramirez@hatchschools.net

APPLICATION

DEADLINE: Until filled

A job description is available upon request. Applicants will be screened based on information submitted, plus a review of work history, strength of references and specific experiences. Those applicants that emerge as the more qualified candidates will be forwarded to the Interview Committee.

A FBI FINGERPRINT BACKGROUND CHECK IS CONDUCTED ON EVERY NEW HIRE IN THE HATCH VALLEY PUBLIC SCHOOLS AT A COST TO THE EMPLOYEE. CONTINUED EMPLOYMENT WILL BE CONTINGENT UPON THE RESULTS OF THE BACKGROUND CHECK.

Hatch Valley Public Schools is an Equal Opportunity Employer

Notice of Non-discrimination

The Hatch Valley Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Michael M. Chávez- Superintendent
PO Box 790
Hatch, NM 87937
575-267-8200