

## 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 diploma or equivalent.  
Current CPR/First Aid certification, or ability to obtain within a specified timeframe.  
Ability to maintain confidentiality of student health information.  
Ability to communicate effectively with students, parents, staff, and health professionals.  
Basic computer/data entry skills.  
Ability to follow written health plans, procedures, and RN direction.  
Ability to lift, assist, or respond to student health/emergency needs as required.

**Essential Duties:** Thorough medical documentation, maintain medication logs, immunization follow-up, screenings.

**Preferred Qualifications:** Experience working in a school, healthcare, childcare, or clinical setting.  
Experience with student health documentation systems  
Knowledge of medication administration procedures.  
Bilingual English/Spanish preferred.  
Medical assistant, CNA, EMT, or similar healthcare training preferred.

**Reports to:** **District Registered Nurse**

**BEGINNING DATE:** 2026/2027 School Year

**Application Procedure:** Letter of Interest with a current resume and current reference contact information.  
Please complete A and B (HVPS EA & Substitute) Application on HVPS website: <https://www.hatchschools.net/jobs>

**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:

Dr Fred Montalvo - Superintendent

PO Box 790

Hatch, NM 87937

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