



# RAMAH NAVAJO SCHOOL BOARD, INC.

## NAVAJO PREFERENCE EMPLOYER

### **JOB VACANCY**

**Monday, April 28, 2025**

<b>POSITION</b>	<b>PROGRAM/ DEPARTMENT</b>	<b>CLOSING DATE</b>
Executive Director	Executive/ <b>Executive Office</b>	Open Until Filled
Employee Assistance Program Manager	Executive/ <b>Human Resources</b>	Open Until Filled
High School Dine Language & Culture Teacher	Education Services/ <b>Pine Hill School</b>	Open Until Filled
Middle School Math Teacher	Education Service/ <b>Pine Hill School</b>	<b>Closing Date: 5/9/25</b>
K-6 Counselor	Education Services/ <b>Pine Hill School</b>	Open Until Filled
K-12 Administrative Assistant ( <b>2 Positions</b> )	Education Services/ <b>Pine Hill School</b>	Open Until Filled
Substitute Teachers ( <b>3 Positions</b> )	Education Services/ <b>Pine Hill School</b>	Open Until Filled
School Resource Officer	Education Services/ <b>Pine Hill School</b>	<b>Closing Date: 5/9/25</b>
Bus Driver/Custodian ( <b>2 Positions</b> )	Education Services/ <b>Head Start</b>	<b>Closing Date: 5/9/25</b>
Custodian (School) - <b>Temporary</b>	Education Services/ <b>Facilities Mgmt.</b>	Open Until Filled
Dental Hygienist	Health & Human Services/ <b>Pine Hill Health Center</b>	Open Until Filled
Staff Pharmacist	Health & Human Services/ <b>Pine Hill Health Center</b>	Open Until Filled
Patient Registration Technician	Health & Human Services/ <b>Pine Hill Health Center</b>	Open Until Filled
Purchased Referred Care Clerk	Health & Human Services/ <b>Pine Hill Health Center</b>	Open Until Filled
Emergency Medical Technician – Basic	Health & Human Services/ <b>Pine Hill Health Center</b>	Open Until Filled
Board Operator ( <b>Temporary</b> )	Community Services/ <b>KTDB Radio Station</b>	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. 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.