



# RAMAH NAVAJO SCHOOL BOARD, INC.

## NAVAJO PREFERENCE EMPLOYER

### JOB VACANCY

**Friday, November 8, 2024**

**REVISED**

<b>POSITION</b>	<b>PROGRAM/ DEPARTMENT</b>	<b>CLOSING DATE</b>
School Resource Officer	Education Services/ <b>Pine Hill School</b>	Open Until Filled
Substitute Teachers <b>(3)</b>	Education Services/ <b>Pine Hill School</b>	Open Until Filled
Bus Driver <b>(Temporary)</b>	Education Services/ <b>Transportation</b>	Open Until Filled
Security Officer <b>(Temporary)</b>	Education Services/ <b>Support Services</b>	Open Until Filled
Home Living Assistant (Female) <b>(Temporary)</b>	Education Services/ <b>Dormitory</b>	Open Until Filled
Human Resource Director	Executive Office/ <b>Human Resources</b>	<b>Closing Date: 11/15/24</b>
Receptionist	Executive Office/ <b>Executive</b>	<b>Closing Date: 11/19/24</b>
Grant Writer/Development Officer	Executive Office/ <b>Executive</b>	Open Until Filled
Clinic Nurse Supervisor	Health & Human Services/ <b>Pine Hill Health Center</b>	<b>Closing Date: 11/15/24</b>
Emergency Medical Technician – Intermediate	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
Administrative Assistant	Community Services/ <b>SETS</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. Resume's 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.