



TO'HAIJILEE COMMUNITY SCHOOL BOARD OF EDUCATION, INC.

(A non-profit government contractor)

P.O. Box 3468 | To'Hajiilee, NM 87026 | (505) 908-2145 | www.tohajiileeschool.com

VACANCY ANNOUNCEMENT

POSITION TITLE: PRE-SCHOOL COOK

TCSB-2223-019
Announcement No.

SALARY RANGE: **\$13.81 to \$17.80 PER SCHOOL YEAR**
(Based on Education and Experience)

JULY 26, 2022
Opening Date

FLSA STATUS: Non-Exempt

SCHOOL YEAR CONTRACT

OPEN UNTIL FILLED
Closing Date

EQUAL OPPORTUNITY EMPLOYER

Within the scope of Indian Preference, all candidates will receive consideration without regard to race, color, sex, religion, national origin, or other non-merit factors.

NAVAJO/INDIAN PREFERENCE POLICY

In filling vacancies, the school shall give preference to qualified enrolled members of the Navajo Tribe in accordance with the provisions of the Navajo Sovereignty in Education Act of 2005. Verification of Navajo/Indian preference must be submitted with the application if claiming Navajo/Indian Preference.

THE EMPLOYMENT IS SUBJECT TO BACKGROUND INVESTIGATION CLEARANCE PROCEDURES.

Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), and Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630 (codified in 25 United States Code § 3207) requires a criminal history records check as a condition of employment for positions that involve regular contact with or control over Indian children. This statement is notice that a national criminal record check will be conducted as a condition of employment. A favorable screening and a favorable background investigation is a condition of employment.

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of To'Hajiilee Community School are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards
- Interact in an honest, trustworthy, and dependable manner with staff, students, parents, employees, community members and vendors.
- Possess cultural awareness and sensitivity
- Maintain a current driver's license

STATEMENT OF DUTIES:

Under the general supervision of the Early Childhood Mentor Teacher, the incumbent is to assist in the preparation and serving of quality food to pre-school students in a quick and pleasant manner.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- A minimum of one year of related experience
- High School Diploma or G.E.D equivalency
- A copy of a current and valid Food Handler's permit
- A current driver's license in the State of New Mexico
- Must successfully pass the Background and Character Investigation in compliance with the Indian Child Protection and Family Violence Prevention Act, Public Law 101.630
- Must successfully pass a pre-employment drug test and subject to random drug screening thereafter
- Bilingual skills in English and the Navajo language (Preferred but not required)

PHYSICAL REQUIREMENTS:



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Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice with or without a hearing aid is required. In most instances, an amputation of arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicant must have mental and emotional stability.

CONDITIONS OF EMPLOYMENT:

The work environment: Normal office conditions may exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues. The physical demands: While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with staff, students, parents, employees, community members and vendors.

APPLICATION REQUIREMENTS

Applications and all other documents must be received by the closing date of this announcement unless specified as open until filled. Applicant qualifications will be evaluated solely on the information submitted by them in their applications. Failure to provide supporting documentation may result in your application being returned to you, or receipt of a lower or ineligible rating. All applications or resumes must have original signature. Applications become part of official record and will not be duplicated or returned. Qualifications and Navajo/Indian preference eligibility will be determined on the basis of information submitted.

OTHER REQUIREMENTS/SPECIAL REFERENCE:

- You must be a U.S. citizen to qualify for this position.
- The incumbent is required to drive a motor vehicle to conduct business at field locations.
- A valid State Driver's License is required.
- All applicants must submit an Individual Driver History Report upon hire.
- Housing is **NOT** available.
- Relocation Expenses **WILL NOT** be paid.

HOW TO APPLY: Submit the following documents:

1. Application (Download from the website)
2. Investigative Questionnaire for a Child Care Position Application (Download from website)
3. Current Resume
4. High School AND College Transcripts (An official transcript will be required upon hire)
5. BIE Form 4432 (if claiming Navajo/Indian preference in employment)
6. Copy of valid Food Handlers Permit
7. Copy of Individual Motor Vehicle Driving Report

ALL OF THE ABOVE MUST BE INCLUDED WITH APPLICATION IN ORDER TO BE CONSIDERED.