



RAMAH NAVAJO SCHOOL BOARD, INC. NAVAJO PREFERENCE EMPLOYER

JOB VACANCY

Monday, January 6, 2025

POSITION	PROGRAM/ DEPARTMENT	CLOSING DATE
Administrative Assistant (Board Of Trustees)	Executive/ Executive Office	Open Until Filled
K-12 Administrative Assistant	Education Services/ Pine Hill School	Closing Date: 1/20/2025
School Resource Officer	Education Services/ Pine Hill School	Open Until Filled
Substitute Teachers (3)	Education Services/ Pine Hill School	Open Until Filled
Bus Driver/Custodian (Temporary)	Education Services/ Head Start	Open Until Filled
Business Technician	Education Services/ Construction	Open Until Filled
Medical Assistant	Health & Human Services/ Pine Hill Health Center	Open Until Filled
Patient Registration Technician	Health & Human Services/ Pine Hill Health Center	Open Until Filled
Emergency Medical Technician – Intermediate	Health & Human Services/ Pine Hill Health Center	Open Until Filled
Emergency Medical Technician – Basic	Health & Human Services/ Pine Hill Health Center	Open Until Filled
Board Operator (Temporary)	Community Services/ KTDB Radio Station	Open Until Filled
Postal Clerk	Administration/ Property & Supply	Closing Date: 1/20/2025

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.msb.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.