



“Committed to Educational Excellence”

PO Box 750, Polacca, Arizona - Phone (928) 737-2581 - Fax (928) 737-2323

SY 2017-2018

JOIN OUR TEAM!

SY 2017-2018

First Mesa Elementary School is Now Hiring

Position	Qualifications	Experience	Classification
Administrative Assistant \$38,013+ Based on education and experience	High School Diploma or equivalent and/or 2 years of higher education with a minimum of 60 college credits preferred.	2 years Record keeping, office practices and related functions	Administrative Support 12 month contract
Bus Driver (RE-ADVERTISED) \$12.05+p/h Based on education and experience	High school or equivalent, Valid CDL, CPR/first aide All required ADOT certification	1 year Related experience	Classified 10 month contract

Employment requirements:

- Valid Arizona Driver’s license.
- Suitability for employment must be established with an intensive background investigation.
- Required certifications.

Employment package:

- Fringe benefits: Health, Dental, Vision, Life insurance and 401K retirement plan. Paid 100% by employer.
- School campus housing available (3 bedroom unit=\$407.50 monthly, 2 bedroom unit=\$315.00 monthly, 1 bedroom=\$253.75 monthly).

ALL POSITIONS CLOSED ON: September 15, 2017

For inquiries or employment applications call

LaRae Humeyestewa 928-737-2581 ext. 104, email: laraegh@gmail.com or visit our

website: www.fmes.bie.edu

Approved by ASinquaah 9/7/17