

SANTA FE INDIAN SCHOOL

is Accepting Applications for the following positions:

CUSTODIAN

Ensures that building, facilities, and equipment are clean, sanitary, functional and properly arranged for events and/or special functions. Performs custodial maintenance duties, including dusting, mopping, finishing and buffing floors, vacuuming and shampooing carpets, cleaning and restocking restrooms.

Closing Date: 02/27/26

Starts at: \$17.09-\$21.26/hr., depending on education and work related experience. Plus benefits: paid time off, health, vision, dental and life insurance.

ADMINISTRATIVE SUBSTITUTE

Provides general clerical and office support to ensure efficient daily operations. Responsibilities include document filing and retention, data entry, copying and scanning, answering phones, scheduling, and assisting staff with routine administrative tasks. The position may also support special projects and perform other office related duties as assigned

Closing Date: Open Until Filled

Starts at: \$18.52-\$23.13/hr., depending on education and experience.



TO APPLY:

Email Application, Letter of Interest & Resume to: SFIS Human Resources

Email:

jobs@sfis.k12.nm.us

Phone: (505) 989-6309

Application and position description available on website:

www.sfis.k12.nm.us

Santa Fe Indian School is an Equal Opportunity Employer and does not discriminate against race, color, national origin, sex, religion, age, marital status, disability, handicap, or military status in compliance with federal and state laws. MUST be 21 years of age or older and pass a Criminal History Background Check per PL 101-647 and 25 CFR 1301.