



Dear Friend,

Thank you for considering Rehoboth Christian School as a place of employment. Rehoboth is a beautifully diverse community that seeks to offer a life changing Christian education to students from the Navajo Nation, the Pueblo of Zuni, McKinley County and Gallup, New Mexico. We believe that each person in each department plays a crucial role in fulfilling our mission statement:

Rehoboth Christian School challenges its students to know the Triune God and equips them to love, serve and transform the world in His name.

If you think you would like to be part of the Rehoboth team where you could contribute and learn, we hope you fill out an application. If you want to talk more after you have read the job description, reach out to us by calling (505) 863-4412 or emailing adminsec@rcsnm.org.

One of the most powerful ways to accomplish our mission is to have our dedicated, Christian, Native American brothers and sisters working at Rehoboth. We cherish those applications and opportunities, but we also welcome all Christians who resonate with our mission to apply for our team.

Thank you for considering Rehoboth!

Bob Jppel

Executive Director

Rehoboth Christian School



Position Description High School Custodian

Purpose: The RCHS Custodians work together as a team to make sure that the school's facilities reflect the quality of the school and the importance of the Rehoboth mission. They create and maintain the environment in which excellent Christian education happens. By taking personal ownership over the condition and appearance of the buildings and grounds, the custodians play a crucial role in the morale and performance of our students, faculty, and staff.

Reports to: The High School Principal and Athletic Director during the school year. Reports to the Director of Facilities during the month of July.

Terms of Employment: A letter of employment is renewable each year if job performance meets the responsibilities and expectations of the position. Employment begins with a three-month probation period to determine if the employee embodies the Rehoboth mission and performs the job well.

Qualifications:

1. Evidence of Christian commitment and testimony, commitment to Christian education and the mission of Rehoboth Christian School.
2. A love and respect for children.
3. A strong work ethic.
4. Experience in custodial work / minor maintenance / outdoor landscaping.
5. Flexibility with hours worked.
6. Good communication skills.
7. Team player – able to work with fellow employees.
8. Ability to stand on feet during work shift and lift up to 50 pounds.

General Information:

1. Work no more than 40 hours a week
2. Hours typically extend before and after the school day, with additional hours around school or athletic events. The custodial team will work with building leadership to determine what specific start and end times are needed each week.
3. Always let the HS principal know in advance if you will not be able to come in

Typical Tasks:

Opening: Prepare the building(s) to welcome teachers and students each morning.

Bathrooms: Make sure that bathrooms are cleaned and stocked every day.

Classrooms: Ensure that rooms are returned to pristine condition after students leave for the day.

Hallways and Lobbies: Ensure that these public spaces are clean, safe, and welcoming for all Rehoboth students, staff, and visitors.

Outside Areas (Entrances around the school and its athletic facilities): These are the areas on campus where we show hospitality to our guests and visitors. They must be kept clean, safe, and welcoming at all times.

Administrative Offices (Reception, Principal, Athletic Director, Counselors): Ensure that our administrative spaces are kept clean, functional, and in good repair.

Keith Kuipers Gym & Rehoboth Sports and Fitness Center: These game, practice, and rental facilities require clean playing surfaces, restrooms, and entrances in order to support the work and mission of Rehoboth Christian School.

Closing: The RCHS buildings must be locked securely with the lights off each evening.

Events: Perform whatever set-up, take down, and clean up is required for school events in the academic building and the athletic facilities.

Special Projects: Complete projects as assigned by the High School Principal and A(moving bulletin boards, minor repairs, etc.). Complete certain projects during school breaks and summers (waxing floors, painting, etc.).



General Summary of Employee Benefits

For full benefit details contact Executive Director, Bob Ippel at bippel@rcsnm.org

Contract Length - Full-time teachers 190 days contract. Other position contract lengths may vary from full-time to part-time, exempt and non-exempt.

Salary Range - Full-time teacher with Bachelor's and Master's, \$32,897 to \$55,929 per year.

Hourly Pay Range - From \$11.50 to \$19.71, depending on job and qualifications.

Insurances - The school and employee share in the cost of health and other insurances.

403B – The school will match up to 5% of contributions.

Staff Tuition Discount – Discount of up to \$1,600 per student based on number of contracted hours per year.

For Teachers:

- Sick Leave - Each full-time teacher is entitled to ten (10) days sick leave per year, based on one eight-hour day earned for each month of service.
- Personal Days - Each full-time teacher is entitled to two (2) personal days per year.
- Other days off are in the standard school calendar i.e., Fall/Thanksgiving break, Christmas break, Spring break, Summer break.

For Non-Teaching Staff:

Paid Time Off (PTO) - Full-time staff employees (32.5 hours or more per week) are eligible for Paid Time Off (PTO) based on the scheduled length of service and positions.

Teacher Loan Forgiveness

Teaching at Rehoboth may qualify you for the use of the loan forgiveness program established by the federal government.