

**A. Requirements for All Employees.**

All persons seeking employment with the Pojoaque Valley School District must be capable of fulfilling the job responsibilities for the position to which they apply, as well as comply with all laws, rules and Board policies applicable to the position and school site. In addition, all employees must have on file with the head of Human Resources the following items:

1. completed and signed job application for employment;
2. employee health certificate(s) if required by New Mexico law or public education department regulation;
3. submission of documentation of a satisfactory background check as required by law and Board policy, such verification to be confirmed by the public education department within 90 days of submission; and
4. proper identification to complete the I-9 Form as required by federal laws and regulations.

**B. Additional Requirements for Licensed Employees.**

1. All persons employed to administer, teach, supervise, counsel, coach, or provide instructional support services in the Pojoaque Valley School District shall hold and present to the District within three (3) months after the beginning of the school year a valid New Mexico license authorizing that person to perform that function. In the case of late hires, said license shall be presented within six (6) weeks from date of hire. Failure to present such license within the prescribed time shall result in forfeiture of all claims to compensation for services rendered thereafter. In addition to a valid license for the position held and the documents identified in Section A., above, all licensed personnel must have on file with the head of Human Resources the following items:

- a. complete official transcript of college or university work completed; and
  - b. within one (1) year of initial employment, certification of completed training in detection and reporting of child abuse and neglect and substance abuse.
2. Each licensed school employee shall:
- a. comply with and enforce all laws, regulations, rules, and policies applicable to the school site and the Pojoaque Valley Schools District;
  - b. if teaching, teach the prescribed courses of instruction;

- c. exercise supervision over students on property belonging to the District and while the students are under the control of the District;
- d. furnish such reports and attend such meeting as may be required; and
- e. comply with all licensure requirements and ethical standards applicable to the license held by the employee.

Reference: NMSA 1978, Sections 22-10A-3, 22-10A-32, 22-10A-34; 6.60.9, NMAC