



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

****READVERTISEMENT****

POSTING NO: 145-18

OPENING DATE: 12/05/2018

CLOSING DATE: 02/07/2019

POSTED: IN & OUT

POSITION: Mentor Teacher
PAY GRADE: NE9 (Pay to be Determined Upon Hire)
FLSA STATUS: Non-Exempt
POSITION TYPE: Term
FUNDING TYPE: Grant & POI Funded
DEPARTMENT: Head Start/Early Head Start/Child Care
REPORTS TO: Education Coordinator
BACKGROUND LEVEL: Child Care

JOB PURPOSE: Under the direction of the Education Coordinator, the Mentor Teacher will support teaching staff by working directly in the classroom to model, observe, consult and provide guidance and resources to the classroom staff in effectively planning developing and implementing positive behavioral support techniques, classroom and playground environment, curriculum, lesson plans, classroom management and educational experiences.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Provides and coordinates daily early childhood development services and provides a successful, safe and supervised educational setting for infants and toddlers in accordance with Head Start Performance Standards and Outcomes Framework and Tribal Culture committee recommendations/ preferences, federal & tribal standards, regulations, and laws to provide rich learning experience.
- Mentor will provide regularly scheduled on-the-job classroom guidance in order to improve the qualifications and training of classroom staff, to maintain high quality early childhood education services and to promote career development. The Mentor is also responsible for coordinating the cultural curriculum and activities in all classrooms.
- Coaches and mentors Head Start classroom staff on needs as identified by the Education Coordinator and according to training and mentoring plans using a mentoring plan that is developed and updated regularly in collaboration with the Education Coordinator.

Readvertised 01/24/2019

- Assist teaching staff with appropriate curriculum planning and implementation.
- Model appropriate strategies for engaging children in interactions designed to improve their vocabularies, content knowledge, interest in learning, and persistence in pursuing inquiries.
- Assist teaching staff in the use and implementation of the CLASS observation instrument and Creative Curriculum Assessment tool and CLASS reliable.
- Provide teachers with ongoing support in child assessment and its connection to teaching, learning and curriculum development.
- Provide mentoring, training and technical assistance to staff in the area of education and child development, and to assist in curriculum implementation, lesson planning, individualizing and developmentally appropriate teaching methods.
- Follows and participates in development of lesson plans and curriculum and incorporates parental and cultural practices.
- Meets the needs of a diverse group of children to include: at-risk, special needs and cultural background by responding to individual child assessments, the Teacher/Parent Plan and Individual Family Service Plans (IFSP) and Individual Education Plans (IEP).
- Attends, plans for and participates in weekly teacher meetings and monthly classroom meetings.
- Maintains confidentiality in accordance with Head Start policies and procedures.
- Maintains professional and technical knowledge by: conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; and conferring with representatives of contracting agencies and related organizations.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

(Submit proof of education by attaching your High School Diploma, GED, official or unofficial college transcripts with your application. If claiming Indian Preference or Veteran Preference, please provide supporting documents. Failure to submit required documents will result in an incomplete application and will not be processed.)

- Bachelor's Degree in Early Childhood Development or related field with credit in ECME.
- One year experience working in a classroom, Head Start or similar situation preferred.
- One year experience working with children preferred.
- Tiwa speaking preferred.
- CPR and First Aid Certified.
- Must obtain and maintain Food Handler's Card.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass a physical examination and TB screening.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of principles and practices of early childhood development and care.
- Knowledge of the different stages of child development.
- Knowledge of applicable rules, regulations, policies and procedures related to child care.
- Knowledge of proper and safe food handling, storage, and disposal requirements.
- Knowledge of food preparation methods and techniques.
- Skill in operating various word-processing, spreadsheets and database software programs.
- Skill in nurturing, motivating, teaching and guiding children.
- Skill in displaying mature, patient, and understanding behavior.
- Ability to work independently and effectively manage time, set priorities and meet deadlines.
- Ability to understand regulations, handbooks, and policies pursuant to Head Start Performance Standards and to meet compliance with all program, pueblo, state and federal rules, regulations, policies and procedures
- Ability to use excellent communication skills with especially good listening skills.
- Ability to respond to and remain calm in an emergency or crisis situations.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to collect and analyze information and develop statistical analysis and reports or data.
- Ability to perform and analyze child development assessments.
- Ability to respect the dignity of each family, culture, customs and beliefs.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
- Ability to use effective communication skills, both verbal and written, and provide reports as needed.
- Ability to work professionally and cooperatively with staff, parents, and community members
- Ability to understand and learn Head Start Standards, regulations, handbooks, and policies used for implementation and reporting requirements.

PHYSICAL DEMANDS:

- Stoops, kneels, bends, etc. in order to get down to a child's level.
- Stands and walks for up to 8 hours per day.
- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 50+lbs.

WORK ENVIRONMENT

- Work is performed in a child development center and classroom environment with high noise level.
- Exposure to bodily fluids, urine, or feces of babies or infants.
- Exposure to unpleasant odors and infectious disease.

- Exposure to household chemicals and cleaning supplies may occur.
- Evening and weekend work may be required.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.