



PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 1270, ISLETA, NM 87022  
PHONE: (505) 869-7584 FAX: (505) 869-7579  
EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)

### VACANCY ANNOUNCEMENT

**POSTING NO: 096-18**

**OPENING DATE: 08/06/2018**

**CLOSING DATE: OPEN CONTINUOUSLY**

**POSTED: IN & OUT**

**POSITION: Elementary Teacher (Substitute Positions)**

**PAY GRADE: T1, T2, T3**

**FLSA STATUS: Exempt**

**DEPARTMENT: Isleta Elementary School**

**REPORTS TO: Principal**

This position is located at the Pueblo of Isleta Elementary School. Provides instruction for elementary students. Plans, implements and evaluates instructional activities to improve student success

#### Minimum Qualifications/Requirements:

- NM Teaching Certification I, II or III in Elementary Education
- Three years progressive work experience in a classroom preferred

#### Knowledge, Skill and Ability Requirements:

- Knowledge of traditional form of government and pueblo customs and traditions
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements
- Knowledge of records management procedures
- Knowledge of the principles, practices and methods of curriculum development
- Knowledge of the principles, practices and methods of Special Education curriculum
- Knowledge of childhood development, diet, and nutrition guidelines
- Skill in operating various software programs and technological devices
- Skill in classroom management
- Skill in preparing reports and correspondence
- Skill in directing the activities of groups of children; evaluating progress, and maintaining an orderly classroom
- Skill in writing lesson plans and using curriculum guides
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations
- Ability to communicate effectively in the English language, both verbally and in writing
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds
- Ability to supervise and ensure a safe learning environment for children
- Ability to adapt curriculum to meet the needs of all children including at-risk, special needs, gifted, and culturally diverse populations

Other Requirements:

Individual selected is subject to the following:

- Must be able to pass a TB screening
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance
- Satisfactorily pass a background investigation, with NO prior convictions of any felonies
- Must comply with the Pueblo of Isleta Drug Free Workplace policies.

PREFERENCE: Tribal preference and Native American Indian preference applies to all Pueblo of Isleta positions.