



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 031-19

OPENING DATE: 02/07/2019

CLOSING DATE: 02/20/2019

POSTED: WITHIN

POSITION: TIWA Language Coordinator
PAY GRADE: E3 (\$14.97/ph to \$18.34/ph)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI
DEPARTMENT: Education
REPORTS TO: Executive Director
BACKGROUND LEVEL: Child Care

JOB PURPOSE: Provides oversight of the Tiwa Language Program. Assists and guides the Language Teachers in the development of curriculum, materials, and student assessments; coordinates classroom instruction. Creates and implements other opportunities that support language maintenance, revitalization and retention. Supervises and evaluates Tiwa Language Teachers who provide instructional services for the Tiwa Language program. Seeks additional grant opportunities.

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 administrative direction, evaluation, and monitoring of the language program and program instructors.
- Guides the Language Teachers in the development of curriculum and materials for instructional use.
- Establishes and reviews tribal policies for language instruction and usage with final approval from Tribal Council and Administration.
- May engage community members and consultants in the development of curriculum and materials through the coordination of workshops and meetings.
- Coordinates and arranges class schedules for the language instructors.
- Collaborates with the Isleta Elementary, Isleta Headstart and local education agencies to teach or implement a Tiwa Language program within the classroom or school setting.
- Identifies and seeks sources of technical assistance at the state and tribal level to develop procedural guidelines and criteria for certification of Tiwa language teachers.

- Keep student logs of all participants of the Language program.
- Collects data for program evaluations, reports, and grants.
- Researches and identifies grants opportunities to secure additional outside funding.
- Writes proposals and grants to secure additional funding for continuation and expansion of program services.
- Prepares and submits program budget to the DOE Executive Director.
- Prepares purchase requisitions and other pertinent paperwork for processing payments; maintains financial records.
- Hosts regular staff meetings to ensure communication among staff members regarding program related activities.
- Maintains current working knowledge of trends in language programs and curriculum.
- Keeps leadership and other departments informed of program activities by attending meetings and submitting reports.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Administers and implements program services in accordance with approved grant or contract requirements.
- Work in the capacity of a substitute Language teacher as required.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Supervises language teachers; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Hires, evaluates, disciplines and develops teaching staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.

- Bachelor's Degree in Education or related field preferred.
- Two years of experience in a classroom or instructional setting.
- Registered Isleta tribal member with fluency in the Tiwa language.
- 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 applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge in the traditional teachings, dances, songs, stories, or arts and crafts of the pueblo.
- Knowledge and understanding of youth learning principles and of a wide range of training methods, techniques, and formats.
- Knowledge of curriculum development and preparation procedures.
- Knowledge of budget preparation.
- Skill in preparing, reviewing, and analyzing operational/financial reports.
- Skill in supervising, training, and evaluating assigned staff.

- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Ability to exercise independent judgment.
- Ability to design, develop, implement, and evaluate training plans, curricula, and methodology.
- Ability to interact well with individuals from a wide range of ages and skill levels.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to make solid decisions and exercise independent judgment.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT

- Work is performed in a typical interior/office or classroom environment.
- Frequent interaction with the public and groups of children.
- Noise level is usually moderate.

PREFERENCE:

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

(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.)