



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 158-19

OPENING DATE: 08/23/2019

CLOSING DATE: Open Until Filled

POSITION: Education Assistant
PAY GRADE: NE5
FLSA STATUS: Non-exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Elementary School
REPORTS TO: Principal
BACKGROUND LEVEL: Child Care

POSTED: IN/OUT

JOB PURPOSE: Assists teachers in planning and implementing educational and classroom programs and experiences to enhance and promote the educational, intellectual, and social growth and development of students.

JOB DUTIES:

- Organizes materials and supplies required for daily use in educational activities.
- Assists Teachers in providing classroom experiences and improving student achievement.
- Assists Teachers in providing and supervising a variety of experiences and group instruction to stimulate students' interest in and broaden understanding of their physical and social environment.
- Assists Teachers by implementing the standard based curriculum.
- Aids the Teacher and works with small and large group instruction.
- Provides one-on-one tutoring for students.
- Provides assistance in a computer laboratory directly related to classroom instruction.
- Promotes parent and community involvement in the education process. Provides information on services available to students and families.
- Conducts parental involvement activities.
- Provides support in library or media center.
- In collaboration with assigned teacher, identifies well-defined learning objectives and targets, instructional activities and assessment strategies.
- Assists the teacher by using a variety of instructional strategies and methods.
- Participates in the planning of instructing and preparation of lesson plans.
- Participates in parent-teacher meetings.

- Communicates with parents on behalf of school for the purpose of ensuring that ongoing partnership between the home and school is formed.
- Serves as a model in developing students' language and behavior.
- Operates support equipment and monitors testing or make-up work by students.
- Maintains classroom records, prepares reports as requested by the classroom teacher or principal, scores tests, and manages supplies and classroom equipment as needed.
- Monitors student activities in classrooms, school grounds, hallways, lunchrooms, field trips, bus loading areas, etc.
- Provides support for non-instructional classroom duties such as monitoring snacks, restrooms, clothing areas, etc.
- Oversees the supervision of students at all times.
- Enforces school approved policies and discipline plan.
- Enhances professional growth and development through participation in seminars, educational workshops, classes, conferences and professional associations.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

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

- Associates degree in Education K-8, or related field.
- NM Educational Assistant Level III Licensure is required.
- One year education experience working with elementary students.
- Must be able to pass a TB screening.
- Valid New Mexico's driver's license with ability to meet and maintain Pueblo of Isleta liability insurance requirements.
- 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 traditional form of government and pueblo customs and traditions.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of social, physical, and mental development of elementary school children.
- Skill in classroom management.
- Skill in directing the activities of groups of children; evaluating progress, and maintaining an orderly classroom.
- Skill in administering disciplinary rules to students and resolving situational conflicts among students.
- Skill in cross cultural education.
- Ability to make solid decisions and exercise independent judgment.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- 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 work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm.
- Ability to supervise and ensure a safe learning environment for students.

PHYSICAL DEMANDS:

- Talk, hear sit, stand, walk; uses hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of office supplies, assisting students and audio visual equipment weighting up to 50 lbs.

WORK ENVIRONMENT

- Work is performed in a typical classroom environment.
- Frequent interaction with students.
- Noise level is usually moderate.

PREFERENCE:

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