



**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: 160-19**

**OPENING DATE: 08/30/2019**

**CLOSING DATE: Open Until Filled**

**POSITION:** Elementary Teacher

**POSTED:** IN/OUT

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

**FLSA STATUS:** Exempt

**POSITION TYPE:** Full Time

**FUNDING SOURCE:** Grant Funded

**DEPARTMENT:** Elementary School

**REPORTS TO:** Principal

**BACKGROUND LEVEL:** Child Care

**JOB PURPOSE:** Provides instruction for elementary students. Plans, implements and evaluates instructional activities to improve student success.

#### **JOB DUTIES:**

- Prepares instructional outlines and daily lesson plans covering relevant units of study and specific objectives, activities.
- Plans and implements a program of study that meets the individual needs, interests and abilities of students.
- Complies with State Department of Education Standards, Common Core Standards, and the Pueblo of Isleta goals and objectives.
- Uses a variety of instructional methods and techniques including media that supports the needs and ability of all students.
- Evaluates and incorporates instructional programs suitable for both individual and groups of students.
- Continuously evaluates the academic progress and accomplishments of students and initiates referrals to appropriate personnel.
- Administers group standardized tests in accordance with required testing programs.
- Promotes an instructional environment that provides opportunities for students to develop positive peer interaction and relationships.
- Independently maintains discipline and control of an assigned class. Promotes student centered discipline and counsels students as needed.
- Maintains order in the classroom in a fair and just manner while supervising students.

- Create and maintain a safe learning environment, where students feel welcome to participate in active learning.
- Provides professional guidance to Educational Assistants.
- Establishes and maintains an open line of communication with parent(s)/guardian regarding student.
- Selects and recommends appropriate books and instructional materials while maintaining required inventory records.
- Incorporates all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate records as required by law, policy and administrative regulation.
- Assists the administration in implementing all policies and rules governing student life, classroom behavior and conduct. Provides directions and materials for substitute teachers.
- Plans for and supervises classroom aides, guests and volunteers.
- Supervises students in out-of-classroom activities as required. (example: playground, bus or lunch duty)
- Collaborates with staff and support personnel in assessing and assisting students with cognitive, social, emotional or other areas of concern.
- 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.**

- NM Teaching Licensure Level I, II or III in Elementary Education.
- Three years progressive work experience in a classroom preferred.
- Must be able to pass a 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 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 work independently and meet strict time lines.
- 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.
- Ability to exercise independent judgment.

**PHYSICAL DEMANDS:**

- Employee is required to sit, stand and walk.
- Talk, hear sit, stand, walk; uses hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires occasional lifting of up to 50 lbs.

**WORK ENVIRONMENT**

- Work is performed in a 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.