



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT
****READVERTISEMENT****

POSTING NO: 148-19

OPENING DATE: 11/21/2018

CLOSING DATE: Open Until Filled

POSITION: Special Education Teacher

POSTED: IN & OUT

PAY GRADE: NE9

FLSA STATUS: Non-Exempt

DEPARTMENT: Head Start/Early Head Start/ Child Care

REPORTS TO: Education Coordinator

JOB PURPOSE: The Special Education Teacher assists the Classroom Teacher in a supportive role by carrying out developmentally appropriate activities and promotes the health, nutrition, and education of the children while attending to their safety and welfare.

JOB DUTIES:

- Assists in setting up environment (indoor/outdoor) for the activities of the day.
- Uses developmentally appropriate practices to facilitate activities with groups and individuals.
- Observes and records behaviors of children to assist the Teacher in the identification of each child's strengths and areas to grow.
- Utilizes lesson plans which reflect mandated elements, parental and cultural influences, and promotes the social, emotional, physical, and cognitive development of young children.
- Follows a consistent schedule that includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and effective transitions between activities.
- Encourages experimentation, exploration, problem solving, cooperation, socialization, and choice making.
- Provides an atmosphere that promotes learning and reinforces parental involvement in the classroom.
- Supervises and monitors children at all times.
- Assures appropriate children's hygiene to related activities.
- Responds to crisis or emergency situations that may occur.
- Provides first aid or CPR, prevents the spread of blood borne pathogens, and accesses emergency services as needed.

- Maintains accurate written records, including assessments, IEP documentation, screening instruments, anecdotal observations, and other required forms at the direction of the Teacher.
- Assures/assists in general maintenance and security of facility.
- Attends and participates in meetings, trainings, and appropriate professional development activities.
- Responsible for completing attendance reports, and assisting in completion of certain mandated reports to various agencies at the direction of the Teacher or Supervisor.
- Assists the Bus Driver while transporting children to and from Head Start and on fieldtrips.
- Other duties as requested.

SUPERVISION RESPONSIBILITIES: None

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED required
- Associate's Degree in Early Childhood Education, Special Education or related field, Bachelor's in Early Childhood Education, Special Education or a related field preferred.
- Tiwa speaking preferred.
- CPR and First Aid certifications.
- Ability to earn and maintain a current 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. A CDL driver's license is a plus.
- 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 of early intervention strategies with children with disabilities.
- Knowledge of the methods and techniques used in rehabilitating children with disabilities.
- Knowledge of the theories and principles of child growth and development, early childhood education, and family support and individual family services plans (IFSP) and individual educational plans (IEP).
- Knowledge of records management procedures.
- Knowledge of Head Start Performance Standards.
- Skill in operating various word-processing, spreadsheets and database software programs.
- Ability to interpret diagnostic data, recognize and monitor goals within the child's IEP/IFSP.
- Ability to remain current with the changes associated with the Individuals with Disabilities Act.
- Ability to coordinate IEP/IFSP meetings within the guidelines of IDEA part B & C.
- Ability to assist families in understanding child developmental goals.
- Ability to advocate for appropriate services.
- Ability to establish an effective working relationship with ancillary service staff and other agencies, plan and implement effective working relationship with ancillary staff and other agencies; plan and implement effective program procedures; ensure a high degree of quality and efficiency in ancillary service delivery.
- Ability to work independently and effectively manage time, set priorities and meet deadlines with many interruptions.
- Ability to exhibit emotional maturity, good judgment and high standards.

- Ability to independently undertake tasks requiring the exercise of discretion and the use of skills to comply with federal and state regulations and program standards.
- 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:

- Extensive interaction with small children.
- Stoops, kneels, bends, etc. in order to get down to a child's level.
- 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 typical interior/office environment.
- Work is performed in a childcare center with high noise level.
- Exposure to unpleasant odors and infectious disease.
- Travel is required.

PREFERENCE:

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