



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

POSTING NO: 135-19

OPENING DATE: 07/30/2019

CLOSING DATE: OUF

POSITION: Substitute Teacher

POSTED: IN & OUT

PAY GRADE: T1, T2, T3

FLSA STATUS: Exempt

POSITION TYPE: Temporary

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.

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:

- 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.

Re-advertised on 8/7/19

- 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.

SUPERVISION RESPONSIBILITIES: N/A

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.