



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

VACANCY ANNOUNCEMENT

POSTING NO: 107-20

OPENING DATE: 07/09/2020

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Director, Language
PAY GRADE: E9 (\$29.17/hr.-\$42.30/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Language Department
REPORTS TO: Governor
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Provides oversight and support for the Multi-Level Language Programs ranging from head start to college. 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. Assesses relevant student achievement data and recommends appropriate courses of action based on statistical data.

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 leadership and strategic planning for the language program.
- Provides administrative direction, evaluation, and monitoring of the language program and program instructors.
- Establishes and reviews tribal policies for language instruction and usage with final approval from Tribal Council and Administration.
- Collaborates with local districts, Isleta Elementary, and Isleta Headstart to teach or implement a Tiwa Language program within the classroom or school setting.
- Develops and implements Memorandum of Agreements with local schools, school districts, and community agencies to ensure student's needs are met or addressed in a cooperative and supportive manner.

- Manages department budget; coordinates financial and budget activities for maximum operational efficiency.
- Prepares purchase requisitions and other pertinent paperwork for processing payments; maintains financial records.
- 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.
- Administers and implements program services in accordance with approved grant or contract requirements.
- Collects data for program evaluations, reports, and grants.
- Sets language standards and guides the Language Teachers in the development of curriculum and materials for instructional use.
- May engage community members and consultants in the development of curriculum and materials through the coordination of workshops and meetings.
- Maintains current working knowledge of trends in language programs and curriculum.
- 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.
- Hosts regular staff meetings to ensure communication among staff members regarding program related activities.
- Coordinates and arranges class schedules for the language instructors.
- Keep student logs of all participants of the Language program.
- Keep 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.
- 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:

- Bachelor's Degree in Education or related field.
- Two years of experience in a classroom or instructional setting.
- Registered Isleta tribal member; must be fluent 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 facilitating group meetings of all sizes.
- 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. Must be competent in research and information gathering through technology. Must have the ability to collect and sort data through technology and present information utilizing spreadsheets, power point and web-based information.
- Ability to communicate effectively with a variety of individuals and groups from all levels.
- Ability to plan for both short and long term goals. Planning to include data analysis, research best practices, action steps and general logistical support.
- 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 data, which may be complex and varied. Must be able to link assessment data analysis to language improvement, curriculum and professional development.
- 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 and Native American Indian preference shall apply to all positions at Pueblo of Isleta.