



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

**POSTING NO: 117-20**

**OPENING DATE: 07/09/2020**

**CLOSING DATE: Open Until Filled**

**POSTED: WITHIN ONLY**

**POSITION:** Language Teacher  
**PAY GRADE:** NE3 (\$13.20/hr.-\$17.82/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Language Director  
**REPORTS TO:** Director, Language  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Provides instructional services for children, youth, and adults in the Isleta Tiwa language program; teaches classes in crafts, pueblo history, traditional dances, storytelling, and songs to participants from 8 to adult.

*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:**

- Assists in program development of Tiwa language curriculum with the Language Director.
- Instructs participants in traditional arts and crafts using a variety of materials.
- Provides instruction or demonstrations of traditional activities such as dances, meals, storytelling, and songs.
- Develops and prepares materials, demonstrations and activities for the classroom; using best practice strategies including but not limited to technology.
- Prepares and administers pre- and post-language tests given to participants.
- Observes and evaluates student's work to determine progress and makes suggestions for improvement.
- Maintains logs, records, and files for all participants.
- Prepares monthly reports of class progress to submit to Language Director.
- Establishes and maintains standards of student behavior needed to provide an orderly and productive study environment.

- Manages classroom effectively while maintaining a positive classroom environment; provides an environment conducive to learning.
- Attends all program activity and staff meetings.
- Maintains classroom order and discipline.
- Promotes parent and community involvement in the program.
- Uses a variety of learning styles and strategies that are age appropriate.
- Uses appropriate language development levels for different groups of participants.
- Travels to workshops, and training sessions, as required.
- Serves as a positive role model.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma/GED.
- Registered Isleta tribal member with fluency in the Tiwa language.
- Two years of experience working with Native American children or youth in an educational setting.
- 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.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Ability to use effective communication skills.
- Ability to exercise independent judgment.
- 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 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

**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:**

- Stands and walks for up to 6 hours per day.
- Work is performed in a typical interior/office or classroom environment.
- Extensive interaction with groups of children.
- Noise level is usually moderate.

**PREFERENCE:**

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