



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 139-20

OPENING DATE: 09/03/2020

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Computer Lab Instructor
PAY GRADE: NE7 (\$19.33/hr. - \$26.09/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Department of Education
REPORTS TO: Executive Director, Education
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Develops, implements, and instructs classes offered at the Isleta Department of Education (DOE) Complex Computer Lab.

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:

- Develops and implements curriculum-based instruction and incentive program for after-school classes, community computer classes, and day or evening summer computer classes.
- Prepares the room and the computers for use before each class.
- Establishes and implements projects, and group activities for community computer classes.
- Instructs, assists, and monitors computer lab participants with computer equipment and software programs.
- Assists DOE staff and other Isleta Pueblo personnel with software programs and internet services.
- Surveys participants about their instructional needs in the computer lab.
- Observes and evaluates student's work to determine progress and makes suggestions for improvement.
- Researches and selects learning materials, textbooks, software and equipment.
- Creates an effective learning environment through functional examples.
- Manages classroom effectively while maintaining a positive classroom environment; provides an environment conducive to learning.
- Attends DOE program activity.

- Maintains classroom order and discipline.
- Coordinates with students and administration to meet the student's objectives.
- Assists DOE departments with web page development.
- Repairs or replaces lab equipment as necessary.
- Participates in community events to publicize and solicit community participation in the lab.
- Updates software as needed.
- Coordinates network infrastructure needs with Pueblo MIS department.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Education, Computer Instruction, or Educational Technology Instruction.
- Three years of experience in a classroom or instructional setting.
- One year experience in a computer lab.
- 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.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of principals, practices, and methods of curriculum development.
- Knowledge in computer instruction, including publishing, graphics and imaging, photography, Microsoft Suite, internet searches, and e-mail.
- 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 update and maintain computer lab environment.
- Ability to supervise and ensure a safe learning environment for students.
- 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 prepare accurate, complete and legible reports and create and present detailed and effective speeches and presentations.
- 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:

- Stands and walks for up to 6 hours per day.
- 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 and adults.
- Noise level is usually moderate.
- Evening and weekend work required.

PREFERENCE:

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