



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

****RE-ADVERTISEMENT****

POSTING NO: 099-21

OPENING DATE: 07/02/2021

CLOSING DATE: Open Until Filled

POSITION: Instructional Coordinator
PAY GRADE: E5 (\$19.93/hr. - \$28.89/hr.)

POSTED: WITHIN ONLY

FLSA STATUS: Exempt

POSITION TYPE: Full Time

FUNDING SOURCE: POI Funded

DEPARTMENT: Department of Education

REPORTS TO: Director, Department of Education

BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Provides oversight of the Tiwa Curriculum. Assists and guides the Language Teachers in the development of materials, student assessment, and curriculums; coordinates classroom instruction. Creates and implements other opportunities that support language maintenance, revitalization and retention. Supervises and evaluates Tiwa Language Teachers who provide instructional services for the Tiwa Language program.

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 program coordination of the daily operations of the Tiwa Language Program.
- Guides the Language Teachers in the development of curriculum and materials for instructional use.
- Collaborates with the Local Education Agencies (LEA) with large Isleta community member populations to implement a Tiwa Language program in the school-based setting.
- Establishes and reviews tribal policies for language instruction and usage.
- Coordinates opportunities to design curriculum and materials with language teachers, community members and consultants.
- Serves as the central point of contact between LEA's, staff and community partners on day-to-day programmatic, operational, and administrative matters.
- Coordinates and arranges class schedules for the language instructors.

- Identifies and seeks sources of technical assistance at the state and tribal level to ensure compliance with procedural guidelines and criteria for certification of Tiwa language teachers.
- Establishes and monitors annual logs of participants and progress in the language program.
- Researches and collects data for program evaluations, reports, and grants.
- May assist with grant and/or proposal writing as appropriate to the objectives and funding nature of the program. .
- Maintains program/project/grant records and resources
- Promotes communication and collaboration among all staff members regarding program related activities.
- Maintains current working knowledge of trends in language programs and curriculum.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Implements program services in accordance with approved grant or contract requirements.
- 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 with some fluency 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 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.
- 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.
- 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.