



**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](mailto:poiemployment@isletapueblo.com)**

**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.