



**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**

**POSTING NO: 104-21**

**OPENING DATE: 07/12/2021**

**CLOSING DATE: Open Until Filled**

**POSITION:** Language Teacher  
**PAY GRADE:** NE3 (\$13.20/hr - \$17.82/hr)

**POSTED: WITHIN ONLY**

**FLSA STATUS:** Non-Exempt

**POSITION TYPE:** Full Time

**FUNDING SOURCE:** POI Funded

**DEPARTMENT:** Department of Education

**REPORTS TO:** Executive Director, Department of Education

**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Provides instructional services for children, youth, and adults in the Isleta Tiwa language program in the community and in school-based settings.

*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:**

- Provide Tiwa language instruction to students in grades preK-6, 7-8, 9-12 and adult learners.
- Collaborate and assist in program development of Tiwa language curriculum with the instructional staff, department staff and community members.
- Provide opportunities that are culturally responsive that connect to the community and other tribal programs, this may include farming, cooking, traditional arts and crafts, etc.
- Prepare, implement and adjust daily lessons for students.
- Develop and prepare materials for classroom activities and demonstrations.
- Utilize informal and formal assessments on a consistent basis to differentiate instruction.
- Analyze and identify trends using student data provided by formal and informal assessments.
- Model and execute positive behavior as a contributing member of the Pueblo of Isleta community focused on improving teaching techniques, promoting students' Tiwa identity and implementing a supportive classroom management system which embodies cultural values, and adapting to new teaching techniques as required such as distance learning/online learning, virtual learning/teaching, etc.
- Prepare monthly reports of class progress to submit to the Director.

- Establishes and maintains standards of conduct to promote a positive student behavior and interaction supporting a productive study environment.
- 
- Communicate with parents/guardians about their child's progress on a consistent basis, including maintaining a communication log and participating in Parent/Teacher/Student conferences
- Promotes parent and community involvement in the program and participates in school events to promote a sense of community
- Use a variety of teaching styles and strategies that are age appropriate.
- Uses appropriate language development levels for different groups of participants.
- Participate in Professional Development and keeps informed of current teaching methods, strategies, best practices, pedagogy to support student success.
- Attend all program activity and staff meetings.
- 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 pass background check for position.
- 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 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 and professionalism.
- Ability to adapt and be flexible.
- 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, adults and families.
- Noise level is usually moderate.

**PREFERENCE:**

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