



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

**POSTING NO: 081-22**

**OPENING DATE: 05/06/2022**

**CLOSING DATE: 02/17/2023**

**POSTED: IN/OUT**

**POSITION:** Computer IT Specialist  
**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:** Provides instruction and support on software applications to multi-generations to include Pueblo of Isleta community members and Pueblo of Isleta employees. Develops, implements, and delivers instruction on the Pueblo of Isleta adopted office automation business suite and related software (Microsoft Office Suite, Microsoft Office Applications and other software/applications) in-person and virtually and 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:**

- Create and deliver technical web based and in person classes for multigenerational students
- Create technical training materials using an instructional design
- Communicate technical topics in written format and orally
- Develop and implement curriculum-based instruction and incentive program for after-school classes, community computer classes, and day or evening summer computer classes.
- Design, implements and administers training schedules
- Brief and instruct end-users on new technologies, software programs and applications
- Evaluate and assess student progress
- Review and evaluate DOE staff, POI personnel and community needs and design appropriate course material

- Ensure that all computer systems are secure and up-to-date with the latest approved software releases.
- Communicate and coordinate the Department of Education IT activity/network infrastructure needs with Pueblo MIS department as required.
- Responsible for dissemination and tracking of all IT equipment
- Assists DOE staff, Pueblo of Isleta personnel and community members with proper set up and use of technology and software programs. .
- Observes and evaluates student's work to determine progress and makes suggestions for improvement.
- Researches and selects learning materials, textbooks, software and equipment.
- Manages classroom effectively while maintaining a positive classroom environment; provides an environment conducive to learning.
- Attends DOE program activities
- Coordinates with students and administration to meet the student's objectives.
- Assists DOE programs with web page development.
- Provides routine computer system and IT peripheral support and maintenance
- Participates in community events to publicize and solicit community participation in computer related needs. .
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's Degree in Computer Science, Education, Computer Instruction, or Educational Technology Instruction.
- Three years of experience in a classroom or instructional 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, tribal and local laws, regulations, and requirements.
- Knowledge of principals, practices, and methods of curriculum development.
- Knowledge in computer instruction, including Microsoft Suite, publishing, graphics and imaging, photography, , internet searches, and e-mail.
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- In-depth understanding of Microsoft Office Suite and related applications in a current Windows operating system environment. 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, tribal 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.