



**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: 116-22**

**OPENING DATE: 08/12/2022**

**CLOSING DATE: 03/03/2023**

**POSITION:** PreK-12 Education Coordinator

**POSTED: IN/OUT**

**PAY GRADE:** E5 (\$19.93/hr. - \$28.89/hr.)

**FLSA STATUS:** Exempt

**POSITION TYPE:** Full Time

**FUNDING SOURCE:** POI

**DEPARTMENT:** Department of Education

**REPORTS TO:** Executive Director, Education

**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Plans and coordinates educational services to support Pueblo of Isleta students in grades PreK-12. Organizes, delivers and/or facilitates classes, workshops, seminars and other training services to support academic success. Oversees and implements the federally-funded Johnson-O'Malley 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:**

- Collaborates with DOE staff in the planning and designing of educational programs to support community needs.
- Coordinates activities of support staff, consultants, and/or volunteers engaged in the implementation and administration of program objectives.
- Supports students and guardians in transitioning from Head Start/preK to Elementary, Elementary to Middle School and Middle School to High School by providing resources and developing/implementing transition programs and services.
- Plan and deliver support services that promote leadership development, academic support and growth to include workshops, family activity, literacy nights, and experiential enrichment learning opportunities.
- Drafts, evaluates, and implements a midyear and annual needs assessment/survey.
- Develops and implements an annual plan in compliance with federal funding.

- Modifies program objectives based on community, guardian and student feedback and achievement data from school districts serving Isleta students.
- Reviews and approves student reimbursements for Isleta Tribal members and Johnson-O'Malley eligible students.
- Attends parent teacher conferences, Individualized Education Plans, and school meetings as requested by guardians.
- Plans and organizes learning activities, open houses, family activity nights, and other events.
- Assists with Student support services including: enrollment, financial aid, academic, career and vocational, and transfer advising as requested.
- Coordinates and attends Indian Education Committee Meetings as required and provides technical assistance and guidance as necessary.
- Participates in school district meetings where Pueblo of Isleta students attend and shares updates with the Department, IEC, and others as necessary.
- Develops and implements processes and procedures for effective educational programs.
- Writes proposals and grants to secure additional funding.
- Oversees program budgets, develops and submits reports to agencies as required.
- Maintains communication through multiple media channels to inform community and others of opportunities and services.
- Ensures students are afforded their rights in a fair and equitable manner through the Department of Education.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:**

- Assigns, reviews and oversees the workload of tutors.
- Provides support and feedback to tutors.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's in Education or related field, or experience in a related field.
- Three to five year's progressive work experience in program coordination.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- 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 of 638 education contracts.
- Knowledge of department organization, functions, objectives, policies, and procedures.
- Knowledge of principals, practices and methods of curriculum development and special education curriculum, and academic counseling.
- Knowledge of Tribal cultural and educational needs.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.

- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to create and present effective speeches and presentations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- 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 environment.
- Noise level is usually minimal.

**PREFERENCE:**

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