



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 084-23

OPENING DATE: 04/27/2023

CLOSING DATE: 06/08/2023

POSTED: IN/OUT

POSITION: Education Assistant
PAY GRADE: NE3 (\$13.20/hr. - \$17.82/hr.)
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 academic assistance and support for students in grades K – 12th; supports staff in planning and implementing educational experiences that enhance and promote student growth. .

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 direct assistance to help students improve academic performance.
- Assists staff in providing and supervising a variety of educational experiences to stimulate student interest.
- Provides one-on-one support for students.
- Actively participates in the planning of instruction.
- Maintains the records for students served.
- Manages and keeps record of supplies and equipment.
- Supports staff with grading assessments and other assignments.
- Researches and selects learning materials, textbooks, software and equipment.
- Assist with creating academic plans for students
- Attends parent teacher conferences/individualized education plans as requested by parents.
- Documents and maintains communication, data and reports of students enrolled in Department of Education programs. .

- Assists with planning and implementation of Summer Program(s) and educational student activities.
- Promotes parent and community involvement in the program and participates in school and department events to promote a sense of community.
- Communicates with parents/guardians about their student progress and maintains a communication log.
- Maintains a consistent schedule of service for tutoring services.
- Participates in the planning and preparation of Department of Education events.
- Transports students from Department of Education or tutoring building to various experiential learning opportunities (field trips), college fairs, or workshops and conferences as needed.
- Assists with the creation of instructional material, flyers and advertisements.
- Assists the supervision of students at all times.
- Enforces school approved policies and discipline plan.
- Enhances professional growth and development through participation in seminars, educational workshops, classes, conferences and professional associations.
- Maintains confidential information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Associate's Degree in Education preferred.
- One year of relevant experience required.
- Educational Assistant Level III Licensure based on NM State Department of Education Regulations, within 1 year.
- 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:

- Knowledgeable of and ability to use effective tutoring skills and techniques.
- Knowledge of principals, practices and methods of curriculum development.
- Skill in operating various word-processing, spreadsheets, and database software programs and online applications
- Effective communication skills, both verbal and written.
- Flexibility, organization, decision-making and problem-solving skills.
- Ability to meet deadlines, work on multiple projects and coordinate the work of others.
- Ability to adjust tutoring techniques to meet the different skill levels of students.
- Ability to supervise and ensure a safe learning environment for students.
- Ability to work effectively with individuals and demonstrate leadership and teambuilding skills with empathy and enthusiasm.
- Ability to exercise independent judgment.
- 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.
- Knowledge of traditional form of government and pueblo customs and traditions.
- Some comprehension of the Tiwa language.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to maintain confidentiality.

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.
- Offsite work performance is required as well as evenings and weekends.
- Noise level is usually moderate.

PREFERENCE:

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