



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 116-22

OPENING DATE: 05/25/2023

CLOSING DATE: 06/08/2023

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.