



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

**POSTING NO: 118-22**

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

**CLOSING DATE: 06/09/2023**

**POSITION:** Tiwa Language Education Assistant  
**PAY GRADE:** NE3 (\$13.20/hr. - \$17.82/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI  
**DEPARTMENT:** Department of Education  
**REPORTS TO:** Executive Director, Education  
**BACKGROUND LEVEL:** Child/Elder

**POSTED: IN/OUT**

**JOB PURPOSE:** This position is responsible for supporting Tiwa Language teachers and fostering growth in utilizing the Tiwa language. Assists teachers in planning and implementing educational and classroom programs and experiences to enhance and promote the educational, intellectual, and social growth and development of students.

*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:**

- Organizes materials and supplies required for daily use in educational activities.
- Assists Teachers in providing classroom experiences and improving student success.
- Assists Teachers in providing and supervising a variety of experiences and group instruction to stimulate students' interest in and broaden understanding of their physical and social environment.
- Provides one-on-one support for student(s).
- Participates in the planning of instruction and preparation of lesson plans.
- Maintains classroom records as requested by the classroom teacher or instructor to include grading assessments, managing supplies and classroom equipment as needed.
- Provides support for non-instructional classroom duties such as monitoring snacks, restrooms, clothing areas, etc.
- 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.
- Assists the supervision of students at all times.
- Enforces school approved policies and discipline plan.
- Continuously works to become competent in the Tiwa language and works to become an independent language instructor.
- Enhances professional growth and development through participation in seminars, educational workshops, classes, conferences and professional associations.
- Performs other duties as assigned.

#### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma or equivalent.
- Educational Assistant Level III Licensure based on NM State Department of Education Regulations, within 1 year.
- Work towards becoming a certified Tiwa Language teacher.
- Must be able to pass a TB screening.
- Valid New Mexico's driver's license with ability to meet and maintain Pueblo of Isleta liability insurance requirements.
- 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 traditional form of government and pueblo customs and traditions.
- Effective communication skills, both verbal and written.
- Flexibility, organization, decision-making and problem-solving skills.
- Ability to interact, collaborate and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to meet deadlines, work on multiple projects and coordinate the work of others.
- Ability to supervise and ensure a safe learning environment for students.
- Knowledge and limited working proficiency of the Tiwa language.
- Motivation to utilize and converse in the Tiwa language on a continual basis.

#### **PHYSICAL DEMANDS:**

- Talk, hear sit, stand, walk; uses hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of office supplies, assisting students and audio visual equipment weighting up to 50 lbs.
- Participate in physical activities.

#### **WORK ENVIRONMENT:**

- Work is performed in a typical classroom environment and outdoor environments.
- Frequent interaction with students.
- Noise level is usually moderate.

#### **PREFERENCE:**

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