



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

**POSTING NO: 084-23**

**OPENING DATE: 04/27/2023**

**CLOSING DATE: Open Until Filled**

**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 – 12<sup>th</sup>; 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.