



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 087-23

OPENING DATE: 08/01/2023

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Special Education Teacher II
PAY GRADE: NE7 (\$19.33/hr. - \$26.09/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Head Start
REPORTS TO: Education Coordinator
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: The Special Education Teacher assists the Classroom Teacher in a supportive role by carrying out developmentally appropriate activities and promotes the health, nutrition, and education of the children while attending to their safety and welfare.

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:

- Assist daily in setting up environment (indoor/outdoor) for the activities of the day.
- Use developmentally appropriate practices to facilitate activities with groups and individuals.
- Formally and informally observe and record behaviors of children on a daily basis.
- Maintain accurate written records, including assessments, IEP documentation, screening instruments, anecdotal observations, and other required forms at the direction of the Teacher.
- Formally meet with teachers to assist in the identification of each child's strength and areas to grow.
- Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice making.
- Assist teaching staff in lesson planning on social emotional, language, literacy, and cognitive domains.
- Create a routine and consistent schedule with teachers and supervisors that include participating in large and small group experiences, choice time, music and movement, large and small motor activities, skill development, meals and effective transitions between activities.

- Formulate a partnership with “Family Services” and assist with coordinating activities; building relationships with parents through family services events. ie: Family Night, Parent Committee
- Collaborate with Disabilities Coordinator to help students with special needs and learning disabilities.
- Supervise and monitor children daily and at all times.
- Respond daily to crisis or emergency situations that may occur.
- Provide first aid or CPR, prevent the spread of blood borne pathogens, and access emergency services as needed.
- Assure/assist in general maintenance and security of facility on a daily basis.
- Attend and participate in meetings, trainings, and appropriate professional development activities on an on-going basis.
- Professional Development participant and facilitator.
- Create or implement a social emotional learning curriculum for classroom teachers.
- Assist the Bus Driver while transporting children to and from Head Start and on fieldtrips, if necessary.
- Other duties as requested.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED required.
- Associate’s Degree in Early Childhood Education, Special Education or related field.
- Bachelor’s in Early Childhood Education, Special Education or a related field.
- Tiwa speaking preferred.
- CPR and First Aid certifications.
- Ability to earn and maintain a current Food Handler’s Card.
- Valid New Mexico driver’s license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance. A CDL driver’s license is a plus.
- 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 early intervention strategies with children with disabilities.
- Knowledge of the methods and techniques used in rehabilitating children with disabilities.
- Knowledge of the theories and principles of child growth and development, early childhood education, and family support and individual family services plans (IFSP) and individual educational plans (IEP).
- Knowledge of records management procedures.
- Knowledge of Head Start Performance Standards.
- Skill in operating various word-processing, spreadsheets and database software programs.
- Ability to interpret diagnostic data, recognize and monitor goals within the child’s IEP/IFSP.
- Ability to remain current with the changes associated with the Individuals with Disabilities Act.
- Ability to coordinate IEP/IFSP meetings within the guidelines of IDEA part B & C.
- Ability to assist families in understanding child developmental goals.

- Ability to advocate for appropriate services.
- Ability to establish an effective working relationship with ancillary service staff and other agencies, plan and implement effective working relationship with ancillary staff and other agencies; plan and implement effective program procedures; ensure a high degree of quality and efficiency in ancillary service delivery.
- Ability to work independently and effectively manage time, set priorities and meet deadlines with many interruptions.
- Ability to exhibit emotional maturity, good judgment and high standards.
- Ability to independently undertake tasks requiring the exercise of discretion and the use of skills to comply with federal and state regulations and program standards.
- Ability to respect the dignity of each family, culture, customs and beliefs.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
- Ability to use effective communication skills, both verbal and written, and provide reports as needed.
- Ability to work professionally and cooperatively with staff, parents, and community members.
- Ability to understand and learn Head Start Standards, regulations, handbooks, and policies used for implementation and reporting requirements.

PHYSICAL DEMANDS:

- Extensive interaction with small children.
- Stoops, kneels, bends, etc. in order to get down to a child's level.
- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 50 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office environment.
- Work is performed in a childcare center with high noise level.
- Exposure to unpleasant odors and infectious disease.
- Travel is required.

PREFERENCE:

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