PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 112055-26

OPENING DATE: 06/12/2026
CLOSING DATE: 09/10/2026 or OUF
POSTED: IN/OUT

POSITION: Teacher Assistant
PAY GRADE: NE5 ($20.65/hr. - $27.88/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Head Start
REPORTS TO: Education Coordinator
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Assists teachers 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:

- Assists in setting up environment (indoor/outdoor) for the activities of the day.
- Uses developmentally appropriate practices to facilitate activities with groups and individuals.
- Observes and records behaviors of children to assist the Teacher in the identification of each child's strengths and areas to grow.
- Utilizes lesson plans which reflect mandated elements, parental and cultural influences, and promotes the social, emotional, physical, and cognitive development of young children.
- Follows a consistent schedule that includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and effective transitions between activities.

- Encourages experimentation, exploration, problem solving, cooperation, socialization, and choice making.
- Provides an atmosphere that promotes learning and reinforces parental involvement in the classroom.
- Supervises and monitors children at all times.
- Participates in home visits and parent teacher conferences.
- Assures appropriate children's hygiene to related activities.
- Responds to crisis or emergency situations that may occur.
- Provides first aid or CPR, prevents the spread of blood borne pathogens, and accesses emergency services as needed.
- Maintains accurate written records, including assessments, IEP documentation, screening instruments, anecdotal observations, and other required forms at the direction of the Teacher.
- Assures/assists in general maintenance and security of facility.
- Instructs children in practices of personal cleanliness and self-care.
- Fosters cooperative social behavior; promotes self-expression and appreciation of aesthetic experiences.
- Ensures the cleanliness and safety of materials, classroom, and playgrounds by performing routine inspections.
- Assists classroom volunteers and parents in feeling welcomed, comfortable, and involved.
- Assists Teachers in maintaining effective working relationships with parents by assisting with parent participation.
- Encourages children to take pride in their cultural heritage.
- Completes attendance reports, illness and injury reports; assists in completing certain mandated reports to various agencies at the direction of the Teacher or Supervisor.
- Maintains professional and technical knowledge by: conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; and conferring with representatives of contracting agencies and related organizations.
- Serves as Bus Monitor while transporting children to and from Head Start and on fieldtrips.
- Collaborates with Head Start Coordinators.
- Maintains confidentiality of all information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED.
- Six months experience with children in a classroom setting.
- CDA or state awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an Associate or Baccalaureate degree, or enrolled in a CDA credential program to be completed within two years of the time of hire.
- Tiwa speaking preferred.
- CPR and First Aid Certified or must obtain within 90 days of employment.

- Food Handler's Certification or must obtain within 90 days of employment.
- 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 early childhood development, diet and nutrition guidelines.
- Knowledge of regulations of Early Education.
- Knowledge of proper and safe food handling, storage, and disposal requirements.
- Knowledge of food preparation methods and techniques.
- Knowledge of typical behaviors/expectations of children.
- Skill in operating various word-processing, spreadsheets and database software programs.
- Skill in nurturing, motivating, teaching and guiding children.
- Skill in displaying mature, patient, and understanding behavior.
- Ability to use good communication skills to frequently engage in-person contact with children, parents, and staff for purposes of education and information exchange.
- Ability to respond to and remain claim in an emergency or crisis situations.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to understand regulations, handbooks, and policies pursuant to Head Start Performance Standards and to meet compliance with all program, pueblo, state and federal rules, regulations, policies and procedures.
- Ability to collect and analyze information and develop statistical analysis and reports or data.
- Ability to perform and analyze child development assessments.
- 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.
- Ability to respect the dignity of each family, culture, customs and beliefs.

PHYSICAL DEMANDS:

- Extensive interaction with small children.
- Stoops, kneels, bends, etc. in order to get down to a child's level.
- Stands and walks for up to 8 hours per day.
- 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 classroom and child care environment with a high noise level.
- Exposure to household chemicals and cleaning supplies may occur.
- Exposure to bodily fluids, urine, or feces of children.
- Exposure to unpleasant odors and infectious disease.
- Exposure to exhaust and gas fumes may occur when driving or monitoring the buses or vans.
- Evening and weekend work may be required.

PREFERENCE:

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