PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 113003-26

OPENING DATE: 08/26/2026
CLOSING DATE: OPEN UNTIL FILLED
POSTED: IN/OUT

POSITION:	Language Teacher
PAY GRADE:	NE7 ($25.75/hr. - $40.12/hr.)
FLSA STATUS:	Non-Exempt
POSITION TYPE:	Full Time
FUNDING SOURCE:	POI Funded
DEPARTMENT:	Language Program
REPORTS TO:	Language Program Director
BACKGROUND LEVEL:	Child/Elder

JOB PURPOSE: Provides instructional services for children, youth, and adults in the Isleta Tiwa language program in the community and in school-based settings.

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 Tiwa language instruction to students in grades preK-6, 7-8, 9-12 and adult learners.
- Collaborate and assist in program development of Tiwa language curriculum with the instructional staff, department staff and community members.
- Provide opportunities that are culturally responsive that connect to the community and other tribal programs, this may include farming, cooking, traditional arts and crafts, etc.
- Prepare, implement and adjust daily lessons for students.
- Develop unit plans for each quarter to align with annual goals.
- Develop and prepare materials for classroom activities and demonstrations.
- Utilize informal and formal assessments on a consistent basis to differentiate instruction.
- Analyze and identify trends using student data provided by formal and informal assessments.
- Model and execute positive behavior as a contributing member of the Pueblo of Isleta community focused on improving teaching techniques, promoting students' Tiwa identity and implementing a supportive classroom management system which embodies cultural values, and adapting to new teaching techniques as required such as distance learning/online learning, virtual learning/teaching, etc.

- Prepare monthly reports of class progress to submit to the Director.
- Establishes and maintains standards of conduct to promote a positive student behavior and interaction supporting a productive study environment.

- Communicate with parents/guardians about their child's progress on a consistent basis, including maintaining a communication log and participating in Parent/Teacher/Student conferences
- Promotes parent and community involvement in the program and participates in school events to promote a sense of community
- Use a variety of teaching styles and strategies that are age appropriate.
- Uses appropriate language development levels for different groups of participants.
- Participate in Professional Development and keeps informed of current teaching methods, strategies, best practices, pedagogy to support student success.
- Attend all program activity and staff meetings.
- Travels to workshops, and training sessions, as required.
- Serves as a positive role model.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:
- High School Diploma/GED.
- Registered Isleta tribal member with fluency in the Tiwa language.
- Two years of experience working with Native American children or youth in an educational setting.
- 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 and understanding of youth learning principles, and of a wide range of training methods, techniques, and formats.
- Knowledge of curriculum development and preparation procedures.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Ability to use effective communication skills.
- Ability to exercise independent judgment.
- Ability to design, develop, implement, and evaluate training plans, curricula, and methodology.
- 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.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to maintain confidentiality and professionalism.
- Ability to adapt and be flexible.

- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing

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:
- Stands and walks for up to 6 hours per day.
- Work is performed in a typical interior/office or classroom environment.
- Extensive interaction with groups of children, adults and families.
- Noise level is usually moderate.

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