Vacancy Announcement
Department of Education

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034 • 505-552-6728 • www.puebloofacoma.org

JOB TITLE: Preschool FACE Teacher (Full-Time/Regular) PAY RATE: $DOE

**OPENING DATE:** January 17, 2020  
**CLOSING DATE:** Open Until Filled

**POSITION PURPOSE**

Under the direction of the FACE Coordinator, the Preschool Teacher works with preschool children who have enrolled in FACE. The Preschool Teacher provides a strong learning environment where preschool children can develop and thrive. The Preschool Teacher provides a model for parents on teaching, motivating, disciplining, and communicating with young children. The development of literacy and strong parent and child relationships is a focus for all FACE staff.

**ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES**

- Utilize BIE FACE Preschool Standards.
- Develop, publicize, and implement a preschool classroom for FACE program participants.
- Maintain up-to-date files on each student; prepare accurate reports, written plans and Documents.
- Contribute to required monthly reports, end-of-the-year report, and data collection.
- Complete the Work Sampling System 5th Edition assessment for each student in the fall, winter and spring and administers the Expressive One Word Picture Vocabulary Test (EOWPVT) three times on the same schedule for each child enrolled. Schedules the NEWA online test, Child Progress Academic Assessment (CPAA) for all four-year-old children at least twice, winter and spring, prior to entering kindergarten.
- Arrange for and/or provide screening services for children and referral services as indicated.
- Maintain weekly and daily lesson plans.
- Use a variety of instructional approaches including active learning, as well as materials and techniques to ensure that children learn to their fullest potential
- Plan and participate in Parent and Child Together Time (PACT) Time® daily and supports all parent engagement activities.
- Incorporate strategies that address the following:
  - Curriculum & Instruction – lesson planning and implementation utilizing various teaching techniques that address students preferred learning.
  - Differentiated Instruction – design lesson plans based on students learning styles, assess student learning in formative assessments, create safe/supportive classroom environments, monitor individualized education plans (IEPs), implement Keres Language into instruction.
  - Assessment - Implement assessments on student identified goals and objectives, conduct and record strategic observations, record anecdotal notes, perform developmental screenings, report and refer children identified as in need of additional support.
  - Classroom Management – implement age-appropriate disciplinary techniques, provide constant supervision of children in teacher care, ensure detailed and accurate reports to the case manager when reporting children’s behavior, incorporate behavior improvement plans for children.
  - Parent and Family Engagement – ensure there is communication between home and school, initiate and receive communication between home and school utilizing parent/family preferred communications, document parent/family/teacher interaction, be an active participant in school-based activities.
  - Professional Development – participate in professional development activities provided to enhance teaching
skills and outcomes, must be knowledgeable with CLASS, participate in self-evaluation strategies that ensure cooperative teaching.

➢ Health & Wellness – promote age-appropriate life-skills instruction in classroom setting with children, promote healthy habits for children including hygiene, diet, and exercise.

- Arrange the classroom for organized and accessible learning; ensures that program materials, equipment, and environment are kept clean, secure and free from clutter and vandalism.
- Provide a learning environment that is full of literacy learning opportunities and reflects the language and culture of the families.
- Provide a daily routine that is consistent with and includes all the required elements of a FACE program.
- Meet weekly with the FACE team to plan and evaluate program services.
- Plan and facilitate Parent Time with the FACE team.
- Help facilitate the monthly FACE Family Circle meetings.
- Report to the FACE Coordinator on all matters of importance related to the FACE Program.
- Work toward National Association for the Education of Young Children (NAEYC) accreditation for the program.
- Attend professional development opportunities to increase job skills including FACE Implementation Training and Regional Technical Assistance Training, and participates in required online trainings, conference calls and digital communication.

### MINIMUM QUALIFICATIONS

| Experience: | • Two years experience working with children at the pre-school level
- Experience working with parents of young children |
| Education: | • Associate’s Degree in Early Childhood Education |
| Other: | • Child Abuse/Neglect Awareness certification or ability to obtain within six (6) months of hire
- CPR/First Aide certification or ability to obtain within six (6) months of hire
- Food Handler’s certification or ability to obtain within six (6) months of hire |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | • A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- Knowledge of FACE Early Childhood Standards
- Knowledge of Early Childhood Development
- Knowledge of differentiating instruction based on individual child’s learning style
- Knowledge of preparing and completing daily reports
- Knowledge of leadership and team building techniques
- Knowledge of community resources and further academic opportunities
- Skill in effective writing (basic grammar skills)
- Skill in effective communication and presentation
- Skill in public speaking
- Skill in the use of computers including MS Office applications
- Skill in organization and being adaptable to families’ goals and needs
- Ability to possess and display professionalism that encompass being proactive, self-starter, punctual, dependable, nurturing and patient while working with children
- Ability to share information with families about community resources and academic opportunities
- Ability to be friendly and positive |
• Ability to relate well to both children and adults of diverse socioeconomic and cultural backgrounds with maturity and sensitivity
• Ability to teach each child, parent, and co-worker with dignity and respect
• Ability to think critically and make independent choices
• Ability to build strong interpersonal relationships
• Ability to demonstrate empathy and enthusiasm
• Ability to work independently
• Ability to think analytically and strategically
• Ability to have high integrity
• Ability to have a strong work ethic
• Ability to foster a love of learning among diverse learners
• Ability to model appropriate behavior and teaching techniques
• Ability to travel to and attend required FACE trainings
• Ability to work well as a team member to develop the full potential of all participants and is self-motivated
• Ability to perform other duties as assigned

PREFERRED QUALIFICATIONS

• Bachelor’s degree in Early Childhood Education
• Keres speaking
• Relevant work experience in Curriculum Development

INDIAN PREFERENCE

The Pueblo of Acoma has implemented an Indian Preference Policy. It is the policy of the Pueblo of Acoma to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.

The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 “Indian Child Protection and Family Violence Prevention Act.” Candidates must be able to successfully pass all required background checks to qualify for this position.

Medical Requirement: This position is subject to an annual physical examination including an annual Tuberculosis (TB) screening. Candidates must be able to successfully pass all required medical checks to qualify for this position.

Driver Check: Current valid New Mexico Driver’s License and/or Commercial Driver’s License and must be insurable through Tribal Automotive Insurance Carrier.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and may be subject to random drug testing.

To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at www.puebloofacoma.org. All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.

VA0112020 Pueblo of Acoma is a Drug Free Workplace.
FIRST AMENDMENT:  This amendment revises the previous vacancy announcement to extend the closing date. Applicants who applied for the previous advertised vacancy announcement will remain in active status and need not apply to this notice.