Vacancy Announcement
Department of Education – Haak’u Community Academy

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

JOB TITLE: Substitute Teacher (2 positions) (Part-Time/Temporary) PAY RATE: $12.43/hr

OPENING DATE: February 20, 2020 CLOSING DATE: Open Until Filled

POSITION PURPOSE
Develops and provides specialized instruction to meet the unique needs of students with disabilities.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Develops and implements research-based specialized instruction to address the instructional goals and objectives contained within each student’s IEP.
2. Evaluates and assesses student progress against instructional objectives and determines the need for additional reinforcement and/or adjustments to instructional techniques.
3. Employs various teaching techniques, methods and principles of learning to enable students to meet their IEP goals.
4. Develops and implements annual Individualized Educational Program (IEP) plans for students to include: present level of educational performances, special education needs, instructional objectives and the special education and related services required to meet those goals.
5. Schedules team meetings and works cooperatively with child study team members and others in developing instructional goals and strategies.
6. Coordinates the delivery of special education services in each student’s IEP.
7. Creates a positive learning experience with emphasis in individualized instruction using appropriate resources.
8. Serves a primary contact for the parent/guardian.
9. Conducts special education evaluations and re-evaluations.
10. Provides direction, supervision and evaluation of educational assistance as directed.
11. Complies with School Board policies and all state/federal laws and regulations.
12. Completes all school, state, and federal reporting requirements.
13. Maintains a safe and healthy classroom environment by ensuring classroom equipment, furniture, materials, and supplies are properly sanitized, maintained and stored in an orderly fashion.
14. Uses the playground as an extension of the classroom; assures that the playground is safe.
15. Assists the classroom volunteers and parents in feeling welcomed, comfortable, and involved.
16. Promotes parent engagement in program planning, implementation of services, and individualization of services for their children.
17. Adheres to the Pueblo of Acoma confidential policy.
18. Contributes to a team effort and accomplishes related results as required.
19. Performs other duties as required to meet the goals and objectives of the Haak’u Community Academy.

MINIMUM QUALIFICATIONS

Experience: Three – five years relevant experience.

Education: Bachelor’s degree in education with appropriate Special Education Licensure from State of New Mexico.

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 the principles, practices and methods in elementary education
• Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic
• Skill in operating computers and office equipment, including MS Office applications, specifically Word, Excel, Access, and PowerPoint
• Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations
• Skill in directing the activities of groups of children utilizing the Keres language; evaluating progress, and maintaining an orderly classroom
• Skill in writing lesson plans and using curriculum guides.
• Ability to work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm
• Ability to maintain confidentiality
• Ability to analyze situations and adopt appropriate courses of action
• Ability to work independently and meet time lines
• Ability to make appropriate decisions and exercise independent judgment
• Ability to define problems, collect data, establish facts, and draw valid conclusions
• Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people
• Ability to work extended hours and various work schedules
• Ability to supervise and ensure a safe learning environment for students
• Ability to adapt curriculum to meet the needs of all students including at-risk, special needs, gifted, and culturally diverse populations
• Ability to prepare accurate, complete, and legible reports
• Ability to create and present detailed, accurate, objective, and effective speeches and presentations
• Ability to obtain and maintain First Aid and CPR certification
• Ability to pass physical health examination including Tuberculosis test
• Ability to perform other duties as assigned to promote quality school programming

PREFERRED QUALIFICATIONS

• Keres speaking.
• First Aid/CPR certification

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.

Health

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.

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

All applicants must successfully pass a tuberculosis test and physical examination prior to beginning employment.

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.

VA0272020 Pueblo of Acoma is a Drug Free Workplace.