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: Teacher (4 positions)(Full-Time/Regular)  PAY RATE: $DOE

OPENING DATE: February 27, 2020  CLOSING DATE: Open Until Filled

POSITION PURPOSE
Under general direction of the Principal, the Teacher’s primary focus will be directed towards implementation and integration of New Mexico Education Standards into classroom instruction/activities, cultural activities/events and after school programs. The Teacher will also be responsible for development of lesson plans and assessments. The Teacher will instruct children in activities designed to promote social, emotional, physical, and intellectual growth by using the Acoma language, culture, and history.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Develops written daily, and monthly lesson plans in a manner that will develop each child’s physical, emotional, intellectual, and social behavior in accordance with grade level expected outcomes and School Readiness Goals.
2. Implements lesson plans that are developmentally and culturally appropriate for subject areas in grades K-8.
3. Uses space, curriculum, materials, and routine resources to encourage active exploration and physical, cognitive, and social/emotional development.
4. Provides and supervises daily activities that engage children in literacy, language, and math activities using songs, books, and games that are integrated with the theme/topics.
5. Encourages and models language expansion, extended learning and problem solving strategies throughout the day.
6. Guides and models appropriate behavior and teaching techniques for teacher assistant(s) and volunteer(s) under his/her supervision in the classroom.
7. Encourages children to develop their independence by assigning responsibilities to individuals and challenging each child with increasingly difficult tasks.
8. Supports social and emotional development of child by building trusting relationships with each child, fostering self-control.
9. Provides an attractive, multi-sensory, well-organized classroom that reflects each child’s developmental level and learning style.
10. Maintains a safe and healthy classroom environment. Assures that classroom equipment, furniture, materials, and supplies are properly sanitized, maintained and stored in an orderly fashion.
11. Uses the playground as an extension of the classroom; assures that the playground is safe.
12. Assists classroom volunteers and parents in feeling welcomed, comfortable and involved.
13. Promotes parent engagement in program planning, implementation of services, and individualization of services for their children.
14. Maintains accurate and current assessment information noting child’s Keres language progress across all developmental domains utilizing anecdotal and/or examples of children’s work.
15. Establishes a consistent classroom routine and rules that meet the developmental need of each child using the Keres language.
16. Submits newsletter articles, in relation to the Keres language, on a monthly basis.
17. Utilizes the Keres language throughout the workday in all possible situations.
18. Responsible for developing, creating, and producing Keres language learning and instructional material to aid in language instruction.
19. Updates professional and technical knowledge by: conducting research; attending educational workshops, trainings, conferences and/or classes, reviewing professional publications; establishing networks; and conferring with representatives of related organizations.
20. Adheres to the Pueblo of Acoma confidentiality policy.
21. Contributes to a team effort and accomplishes related results as required.
22. Performs other duties as required to meet the goals and objectives of the Haak’u Community Academy.

**MINIMUM QUALIFICATIONS**

| Experience: | • Six – twelve months relevant experience |
| Education: | • Bachelor’s degree in elementary education |
| Other: | • State of New Mexico Teacher Licensure; if currently licensed in another state, must have current Elementary Teaching Certificate and be able to obtain NM State Teaching Licensure within 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.
- Must have current elementary teaching certificate and be able to obtain a New Mexico State Elementary Teaching Certificate, if currently certified from another state.
- Knowledge of the principles, practices and methods in elementary education.
- Knowledge of Business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of relevant technology.
- Skill in operating computers, including MS Office applications and other office machines.
- 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 support the school’s shared vision and common goals regarding physical educational and physical activity
- Ability to communicate expectations to students and families and work with them to ensure they are achieving set goals
- Ability to demonstrate the use of proven, research-based strategies for effective classroom management, lesson planning, active student engagement, and instructional delivery
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- 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 strict time lines.
- Ability to make solid 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 perform other duties as assigned to promote quality school programming.
• Ability to obtain and maintain First Aid and CPR certifications.
• Ability to pass physical health examination including Tuberculosis test.

PREFERRED QUALIFICATIONS

• Three – five years teaching experience
• Keres speaking

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.

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.

VA0322020 Pueblo of Acoma is a Drug Free Workplace.