



# Vacancy Announcement

## Department of Education – Haak’u Learning Center

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034 ▪ 505-552-6728 ▪ [www.puebloofacoma.org](http://www.puebloofacoma.org)

**JOB TITLE: Teacher Assistant (Full-Time w/Benefits) PAY RATE: \$DOE**

**OPENING DATE: October 5, 2021**

**CLOSING DATE: Open Until Filled**

### POSITION PURPOSE

Under the supervision of the Lead Teacher and general direction of the Education Manager the Teacher Assistant assists the Lead Teacher for a Head Start classroom in promoting the social, emotional, physical and cognitive growth and development of children ages three to five years old as they prepare for a life-long learning adventure.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

#### Curriculum & Instruction

- Implement lessons and activities based on student’s identified goals and age-appropriate learning objectives
- Utilize various teaching techniques that meet the learning styles of each child (1:1, small group, whole group, etc.)
- Differentiate instruction based on student needs and learning abilities
- Implement, model, and maintain daily schedules and routines
- Implement the Keres language and encourage language skills
- Implement and monitor the Individual Education Plan (IEP) for children with disabilities

#### Assessment

- Implement assessments on student identified goals and objectives
- Record observations, anecdotal notes, and student work samples and insert into Teaching Strategies Gold (TSG)
- Perform developmental screenings such as the Ages & Stages Questionnaire (ASQ)
- Provide reporting/referrals for identified concerns with children

#### Classroom Management

- Professionalism
- Ability to nurture and display patience while working with children
- Ability to be friendly and positive
- Ability to work in a fast-paced environment
- Ability to demonstrate strong work ethic to handle the rigors of teaching
- Ability to think critically and make independent choices
- Ability to build strong interpersonal relationships
- Ability to have empathy and enthusiasm
- Ability to work independently
- Ability to have public speaking skills
- Ability to think analytically and strategically
- Ability to have high integrity
- Ability to have a strong work ethic
- Ability to supervise Volunteers and model appropriate behavior and teaching techniques
- Ability to pass physical health examination including Tuberculosis test, annually
- Skills in effective writing (basic grammar skills)
- Skills in effective communication and presentation skills
- Certification Child Abuse/Neglect
- Certification CPR/First Aide
- Certification Food Handler’s

### MINIMUM QUALIFICATIONS

- Experience:
- One year experience working with children at the pre-school level
  - Experience working with parents of young children

**AND**

- Education:
- Child Development Associate (CDA) Credential.

**PREFERRED QUALIFICATIONS**

- Associate Degree in Early Child Development
- Keres speaking

**MANDATORY KNOWLEDGE, SKILLS, AND ABILITIES**

- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- Ability to perform other duties as assigned
- Knowledge of basic computer usage (MS Word, Excel, etc.)
- 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
- Ability to actively work towards obtaining an Associate of Arts degree in Early Childhood Development within three years from date of hire.
- Ability to be proactive and display initiative, good attendance, confidentiality, and professional.

**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: All applicants must successfully pass a Tuberculosis test and Physical Health examination annually
- Driver Check: Current valid New Mexico 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](http://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.*

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*Pueblo of Acoma is a Drug Free Workplace.*