



# 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 (Full-Time w/Benefits)**

**PAY RATE: \$DOE**

**OPENING DATE: October 5, 2021**

**CLOSING DATE: Open Until Filled**

### POSITION PURPOSE

The Haak’u Learning Center is seeking a teacher to lead a Head Start classroom that supports and promotes the social, emotional, physical and cognitive growth and development of our children as they prepare for a life-long learning adventure. The ideal candidate will have a proven ability to foster a love of learning among diverse learners. This Teacher will be committed to working in a fast-paced environment where critical thinking and a strong work ethic will enable them to handle the rigors of teaching. This position is an excellent opportunity to engage with children, families, a diverse community, and build a foundation of excitement for learning.

The Haak’u Learning Center is a high-quality early education and child development service agency under the U.S. Department of Health and Human Services. We provide services to income eligible children as well as children with disabilities that promote children’s cognitive, social, and emotional growth for later success in school. We deliver developmentally, culturally, and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functioning, learning approaches, science, physical skills, and creative arts.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

The Teacher, under the general direction of the Education Manager, is responsible for the following duties as required to meet the goals and objectives of the Haak’u Learning Center:

#### 1. Curriculum & Instruction

- Develop and submit weekly lesson plans utilizing current Curriculum tool Teaching Strategies Gold (TSG)
- 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
- Plan and collaborate with age level colleagues
- Identify daily learning objectives and essential questions to facilitate learning
- Implement the Keres language and encourage language skills
- Implement and monitor the Individual Education Plan (IEP) for children with disabilities

#### 2. 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 reports/referrals for identified concerns with children

#### 3. Classroom Management

- Provide constant supervision of all children in various environments
- Maintain accurate and detailed reports and keep constant communication with Case Manager when reporting on children’s behavior and/or implementing behavior plan
- Implement a system for discipline with age-appropriate rules and consequences in alignment to approved classroom management procedures

#### 4. Parent Engagement

- Provide opportunities for family involvement and facilitate opportunities for family input on student learning plans, home/school connections, and other opportunities to meet the needs of the child
- Attend school functions

- Conduct Parent/Teacher conferences and home visits
- Maintain communication with parents/families (Newsletters, notes, homework, etc.)

**5. Learning Environments**

- Provide a safe, secure, and well-organized classroom
- Create an aesthetically playful and stimulating environment
- Implement and manage identified safety, behavior, and health procedures
- Perform bus monitoring and harness helper duties when scheduled

**6. Professional Development**

- Participate with coaching and mentoring opportunities
- Become knowledgeable with CLASS and Project Based Coaching
- Actively continue educational learning by enrolling in classes, partake in training opportunities and attend relevant conferences on Early Childhood Education

**7. Health & Wellness**

- Implement life skills strategies that promote self-development in the children
- Implement daily sanitization procedures
- Promote nutrition and good hygiene skills with children (i.e., tooth brushing, health checks, hand washing, diapering, etc.)
- Promote physical activity and movement.

**MINIMUM QUALIFICATIONS**

- Experience:
- Two years' experience working with children at the pre-school level
  - Experience working with parents of young children

**AND**

- Education:
- Associate degree in Early Childhood Development

**PREFERRED QUALIFICATIONS**

- Bachelor's Degree in Early Childhood Education
- 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
- Knowledge of curriculum development
- Skills in effective writing (basic grammar skills)
- Skills in effective communication and presentation skills
- Ability to be proactive and display initiative, good attendance, confidentiality, and 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 ethics 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 Teacher Assistant/Volunteers and model appropriate behavior and teaching techniques
- Ability to pass physical health examination including Tuberculosis test, annually
- Ability to obtain and maintain Child Abuse/Neglect certification
- Ability to obtain and maintain CPR/First Aide certification
- Ability to obtain and maintain Food Handler's certification
- Ability to perform other duties as assigned

## 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.*