



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

JOB TITLE: Disabilities Education Assistant (Part-Time) **PAY RATE: \$DOE**

OPENING DATE: October 5, 2021

CLOSING DATE: Open Until Filled

POSITION PURPOSE

Under direct supervision of the Education Manager, the Disabilities Assistant will provide classroom experiences to enhance and promote the educational, intellectual, and social growth and development of children with special needs by assisting the teacher assistant in providing one-to-one instructional assistance during individualized and group activities.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Collaborate with teachers in implementing lesson plans in a manner that will develop each child’s physical, emotional, intellectual, and social behavior and in accordance with IEP’s and IFSP’s; assists with planned activities to stimulate growth in language, social, and motor skills dramatic play.
 2. Provide instruction to students as prescribed by the supervising teacher and reinforces skills introduced by the teacher by means of dramatic play, storytelling, field trips, and group discussion to stimulate students’ interest in broadening understanding of their physical and social environment.
 3. Assist in analyzing and appraising children’s progress and maintaining accurate written records, including assessments, IEP, ISFP and ILP documentation, screening instrumentation, anecdotal observations, and other forms in a child’s working file.
 4. On occasion may ride in school bus to and from school to assist the children on and off the school bus, to buckle/unbuckle the children in their safety harnesses/seat belts and to secure child(ren) who may be in wheelchair.
 5. Implement intervention techniques in areas of speech, physical development and other developmental areas as appropriate and carry out the techniques on days the therapists are not at the program site.
 6. Assist students who may need help with feeding, dressing, washing hand, brushing teeth and going to the bathroom.
 7. Assist students with activities of daily living which may include but not be limited to diapering, toileting, personal hygiene, dressing and feeding.
 8. Maintain accurate and complete records of student activities and behavior which may require the use of a computer terminal to enter student information and data; completes applicable forms, schedules, and instructional reports, as directed.
 9. Participate in team meetings, to review child’s progress and discuss implementation of services.
 10. Participate in Individual Education Plan (IEP) meetings to provide input of student’s current program goals and objectives.
 11. Ensure student’s records are secure and maintain confidentiality of records at all times.
 12. Evaluate the progress of children with special needs and makes recommendations to Education Manager, Disabilities Manager, teachers and parents on the continuity of services.
 13. Attend home visits and parent teacher conferences with teachers to provide information on child’s IEP and classroom progress. In addition to sharing information on educational strategies to implement in the home.
 14. Submit newsletter articles as requested; completes attendance records and accident and incident reports.
 15. Reinforce rules of the school and learning environment, acknowledges and encourages appropriate behavior and distinguishes inappropriate behavior for the students’ understanding.
 16. Contribute to a team effort and accomplishes related results as required.
- Perform related work as required to meet the goal and objectives of the Haak’u Learning Center.

MINIMUM QUALIFICATIONS

Experience:

- One year experience working with children with special needs
- Experience working with parents of young child with special needs

AND

Education:

- Child Development Associate (CDA) credential

PREFERRED QUALIFICATIONS

- Two years' experience working with children with special needs at the pre-school level
- Associates of Arts Degree in Early Childhood 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
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic
- Skill in analyzing problems, projecting consequences, indentifying solutions, and implementing recommendations
- Skill in administering disciplinary rules to children and resolving situational conflicts among children
- Ability to communicate effectively in English both verbally and in writing
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels
- Ability to maintain confidentiality
- Ability to work extended hours and various work schedules
- Ability to supervise and ensure a safe learning environment for young children
- Ability to respond to emergency or crisis situations
- Ability to meet all current health requirements including a negative tuberculosis test
- Ability to obtain a medical physical exam on an annual basis
- Ability to perform other duties as assigned
- First Aid and CPR certification
- Food Handler's 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:	All applicants must successfully pass a Tuberculosis test and Physical Health examination annually.

Driver Check: All applicants must possess a current valid Driver's License and must be insurable through Tribal Automotive Insurance Carrier to qualify for 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.

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.

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Pueblo of Acoma is a Drug Free Workplace.