



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0010
EDUCATION
EDUCATIONAL ASSISTANT**

Position Title:	Educational Assistant	Pay Level:	\$14.07/Hourly - \$21.11/Hourly
Position Open Date:	01/19/2023 – Until Filled	Department:	Education
Position Status:	Full-Time	Classification:	Non-Exempt
Supervisor:	Lead Teacher	Location:	Education

POSITION SUMMARY:

Responsible for working with teachers to plan and implement individualized, daily educational instruction and experiential programs for K-8th Grade students in a Jemez language immersion environment.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High School diploma or General Equivalency Diploma (GED)/HSE Diploma; experience teaching as an EA in elementary, middle and/or high school a plus but not required. Jemez Language and Culture Instructor certification preferred.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
CPR & First Aide Certification within sixty (60) days of date of employment
Food Handlers Certification within sixty (60) days of date of employment
Blood Borne Pathogens Certification within sixty (60) days of date of employment

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pueblo of Jemez – Human Resources Department
PO BOX 100 Jemez Pueblo, New Mexico 87024
Phone: (575) 834-6333
Fax: (575) 834-0604
E-mail: humanresources@jemezpuablo.org

Mobility to work in a typical classroom and office setting and use standard equipment; stamina to sit/stand for extended periods of time; strength and agility to lift and carry up to 50 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Works with Lead Teacher & Classroom Teacher to plan and implement individualized, daily educational program for K-8th school aged children in a Jemez language immersion environment; reinforces language learning concepts thru traditional value
- Supports Lead Teacher & Classroom Teacher to plan curriculum to include learning experiences that advance the intellectual and physical development of children/students assigned to their class
- Coordinates with Lead Teacher & Classroom Teacher to develop lesson plans based on the Jemez Language & Culture Curriculum, and PhotoVoice Research Findings, incorporating Montessori Methods to include learning experiences designed to each child's individual learning styles and needs
- Assists teachers to administer assessments; observe children/student's development
- Together with teachers, manages the classroom and activities; maintains a safe, healthy learning environment
- Assists with monitoring the play areas; assures play opportunity helps children/students develop their problem solving and decision making skills
- Observes safe working practices; assures the indoor physical environment is adequate to accommodate safety, space per child
- With teachers, makes home visits; attends parent teacher conferences; attends parent committee meetings and other related meetings
- Maintains communication with parents and guardians and encourages involvement
- Documents educational services provided; evaluates the effectiveness of programs and makes modifications as required
- With Lead Teacher and Classroom Teacher, maintains a variety of records; makes periodic and special reports of work performed
- Assists teachers with general maintenance, organization, and security of the facility; reports the need for maintenance or repair of facilities to the appropriate supervisor; corrects or reports any fire or safety hazards
- Maintains equipment, materials and supplies in proper condition; assures sufficient materials and equipment appropriate to the age/development of the children/students; requisitions materials, supplies and equipment; ensures adequate supply inventories
- Enhances professional growth and development through participation in educational programs, meetings, and workshops; attends meetings and conferences; coordinates information exchange
- Contributes to the overall quality of the department's service provision by working with Teachers to develop and coordinate work teams and by reviewing, recommending and implementing improved practices, policies and procedures
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public

REQUIRED KNOWLEDGE AND SKILLS:

- Must be a fluent Jemez language speaker
- Understanding of practices and methods of community education need assessments and program evaluation
- Understanding of practices and methods of developmentally and linguistically appropriate Indigenous, multicultural and bias free curriculum
- Education trends and community needs and resources
- Rules and regulations pertaining to job functions
- Computer/Technology applications related to assigned duties and activities

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- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over telephone/technologies
- Implementing school and program goals, objectives, procedures and work standards
- Communicating effectively, in Jemez, to all key stakeholders
- Providing customer services in the most cost effective and efficient manner
- Implementing developmentally & linguistically appropriate indigenous, multicultural and bias free curriculum
- Planning, organizing and administering recreation/cultural programs and activities
- Making accurate arithmetic calculations
- Implementing school/program goals, objectives, procedures and work standards
- Contributing effectively to the accomplishment of team, school, work or department goals, objectives and activities
- Working effectively as part of a team and motivating team members to meet goals and objectives in the most effective and time efficient manner

To apply for the position posted, please apply as follows;

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Jemez Pueblo, New Mexico 87024

Or;

Visit the Pueblo of Jemez Website – Careers

www.Jemezpueblo.org