



**PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2025- 069  
EDUCATION  
MONTESSORI GUIDE/SPANISH IMMERSION  
TEACHER**

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<b>Position Title:</b>	Montessori Guide/Spanish Immersion Teacher	<b>Pay Level:</b>	\$24.00-\$36.00
<b>Position Open Date:</b>	8/25/2025- Until Filled	<b>Classification:</b>	Non-Exempt
<b>Position Status:</b>	Full-Time	<b>Location:</b>	Immersion School
<b>Supervisor:</b>	Lead Teacher		

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**POSITION SUMMARY:**

This full-time position combines two interrelated roles: a Montessori Guide for students ages 6-12 and a Spanish Immersion Teacher for Preschool through 8<sup>th</sup> grade. The ideal candidate is a fluent Spanish speaker and Montessori-trained educator who is passionate about fostering independent learning and bilingualism through immersive, developmentally appropriate instruction. The educator will divide their time equally between guiding a Montessori classroom and delivering Spanish- only immersion education- with a strong focus on Spanish pre-literacy and literacy skills.

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 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:**

Bachelor's degree in Education, Spanish, or a related field.  
Native or near native fluency in Spanish.  
Experience teaching Spanish to children using immersion methods.  
Familiarity with Spanish language development, including pre-literacy and early reading instruction.  
Experience in or strong understanding of the Montessori philosophy and classroom structure  
Preferred:  
Montessori certification (AMI, AMS, or MACTE-accredited).

Training in Spanish literacy instruction (e.g., syllabic and phonetic progression, dictados, comprehension strategies).

Knowledge of second-language acquisition theory and practices such as Comprehensible Input, TPR, or dual-language models.

Background in culturally inclusive and anti-bias teaching.

### **REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License

Background Investigation

Additional job related training and certification may be required

### **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 enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 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:**

#### Montessori Guide (50%)

- Prepare and maintain a carefully curated Montessori environment that supports student autonomy, concentration, and intrinsic motivation.
- Present Montessori lessons aligned with students' developmental needs, using hands-on materials in small and individual groups.
- Observe and assess student learning regularly, using these observations to adjust instruction and guide academic and social development.
- Foster responsibility, self-regulation, and peaceful conflict resolution.
- Maintain accurate records of student progress and collaborate with team members to ensure consistent, individualized support.

#### Spanish Immersion Teacher (50%)

- Deliver immersive Spanish instruction to Preschool through 8<sup>th</sup> grade using an exclusively Spanish-speaking approach- no English is used during instruction or classroom communication.
- Plan and implement a comprehensive language program that develops listening, speaking pre-literacy and literacy in Spanish.
- In early childhood, emphasize Spanish pre-literacy skills such as phonemic awareness, vocabulary building, sound-symbol relationships, and oral language development through storytelling, songs, and interactive play.

- In elementary and middle school grades, lead instructions in Spanish reading fluency, comprehension, spelling, grammar, and writing composition at developmentally appropriate levels.
- Use visual aids, movement, music, realia, and thematic units to support language acquisition and engagement across all grades.
- Embed Hispanic, Latin American, and Spanish culture into lessons and seasonal activities to deepen cultural understanding.
- Monitor student progress in all language domains and provide feedback in Spanish in a supportive, growth-oriented environment.
- Participate in faculty meetings, parent communication, and school-wide cultural and community events.
- Engage in ongoing professional development related to both Montessori and language immersion best practices.
- Support cross-curricular connections between Spanish and classroom content when appropriate.
- Collaborate with assistants, faculty, and administration to ensure program alignment and continuity.

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

**Send;**

**Pueblo of Jemez Job Application**

**To;**

**[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

**Or;**

**Pueblo of Jemez-Attention Human Resources Department**

**PO Box 100**

**Jemez Pueblo, NM 87024**