



**PUEBLO OF LAGUNA  
DEPARTMENT OF EDUCATION**

P.O. Box 207  
Laguna, New Mexico 87026  
(505) 552-6008

**Vacancy Ann.: #06-2025**

**Opening Date:** May 30, 2025  
**Closing Date:** Open Until Filled  
**Position Title:** Elementary Teacher  
**Salary:** Per Salary Schedule

**DESCRIPTION OF WORK:**

Although under the general supervision of the Principal, this position is independent and the incumbent must exercise discretion and judgment in setting priorities. Incumbents are responsible for instructing students in specific grade level subject areas. The work involves preparing teaching outlines for course or courses of study, assigning lessons, assessing student progress, and evaluating reports. May involve teaching students the Keres language/cultural course offered in an institutional setting. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

**MINIMUM EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:**

Minimum of a Bachelor's Degree from an accredited four-year college. Must hold a current and valid New Mexico Teaching license with endorsement(s). Previous experience in teaching culturally diverse students a plus.

**OTHER REQUIREMENTS:**

**\*\*Must also have a current and valid State of New Mexico driver's license, be insurable, and no DWI convictions within the past five (5) years. Must pass a pre-employment drug/alcohol and background clearance check.**

**APPLICATION INSTRUCTIONS:**

Visit our website at [www.lagunaed.net](http://www.lagunaed.net); click on Employment for an application, job description and instructions.

Interested applicants may do the following:

- Email complete application packet with following required documents to [humanresources@lagunaed.net](mailto:humanresources@lagunaed.net):
  - LDoE Application – located on the LDoE website
  - Letter of Intent/Cover Letter
  - Resume
  - Copy of degree(s) and/or certificate(s)
  - 3 Letters of Recommendation - letters need to be dated one year to current (these letters can be sent to the HR email address)
- Or you may Mail your complete application packet with required documents to *Laguna Department of Education, ATTN: Human Resources, P.O. Box 207, Laguna, NM 87026.*

## **Pueblo of Laguna -- Department of Education**

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### **Job Description**

**Job Title:** Teacher  
**Department:** Laguna Elementary School  
**Reports To:** Principal  
**FLSA Status:** Exempt – School Year

### **SUMMARY**

Although under the general supervision of the Principal, this position is independent and the incumbent must exercise discretion and judgment in setting priorities. Incumbents are responsible for instructing students in specific grade level subject areas. The work involves preparing teaching outlines for course or courses of study, assigning lessons, assessing student progress, and evaluating reports. May involve teaching students the Keres language/cultural course offered in an institutional setting. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Teaches subject area(s) according to curriculum guidelines specified by the Laguna Department of Education. Further develops and refines a high-level, challenging curriculum in subject area(s).
- Maintains on-going curriculum evaluation and development to meet the needs of students.
- Collaborates with other faculty in delivery of appropriate instructional approaches, working to serve the various learning styles and needs of LES students.
- Prepares lesson plans based on NM state standards and benchmarks and student assessment data; assigns, grades, and evaluates lessons. Submits timely plans weekly to assigned coordinator or principal.
- Paces instruction to effectively cover NM standards and benchmarks for grade level assigned.
- Implements curriculum and instruction in a manner consistent with the Laguna Department of Education's standards and mission, including understanding, modeling and fostering independent thinking skills, creative problem solving, and abstract reasoning.
- Shows empathy for and understanding of students and creates an inclusive, emotionally safe classroom environment conducive to learning.
- Maintains consistently high expectations for student learning.
- Develops a cooperative partnership with parents and students based on mutual respect and objectivity.
- Facilitates resolution of problems that might arise with students and parents; maintains positive discipline in the classroom utilizing the school-wide positive behavior support system.
- Works with special education staff to implement the IEP modifications and accommodations required for student success in the general education setting; Communicates regularly with case manager.
- Holds parent/student/teacher conferences in a manner consistent with the LES policy manual.
- Follows federal, state, district and tribally-mandated school guidelines.
- Continues intellectual and professional development and pursues further education.
- Presents LDoE and LES in a positive light to staff, students, parents and community.

- Performs other tasks as may be deemed appropriate and necessary as determined by the Principal, the Special Education Coordinator, Instructional Coordinators, and/or Superintendent

#### **MINOR RESPONSIBILITIES:**

- Attends and participates in faculty and professional meetings, staffings, trainings, professional development activities and appropriate organized community events designed to promote collaboration.
- Participates in Student Assistance Team when requested.
- Completes accident/illness forms when required
- Completes referrals to Social Services as required by federal, state and tribal law
- Conducts classroom Open House and participates in at least two other Family Nights and/or PTO meetings
- Serves on at least one school committee.
- Possible sponsorship or co-sponsorship of various school sanctioned student organizations, sports and activities.

#### **COMMUNICATION REQUIREMENTS:**

- Frequent telephone and in-person contact with the principal, faculty and office staff, parents, and social services for possible referrals, exchange of information and services, and general problem solving.
- Checks e-mail daily to facilitate effective and timely communication
- Attends and participates in regularly scheduled meetings with staff and faculty to maintain collaborative efforts.
- Preparation of annual, quarterly, monthly, and daily class rosters, attendance and grade reports for Laguna Department of Education and other appropriate agencies.
- Confers with other teachers, school counselor, parents, specialists, and other community agencies on the educational, health, social, and vocational problems of students.
- Engages parents and students in the learning process through frequent and meaningful communication about student progress.

#### **SUPERVISORY RESPONSIBILITIES**

May supervise instructional aides, volunteers, or other school helpers.

#### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **SKILLS and ABILITIES REQUIRED**

- Expert-level mastery of subject area(s)
- Expert-level written and oral skills.
- Demonstrated talent in the instruction of students with varied learning styles and levels of mastery.
- Ability to engage with students in meaningful activities beyond the classroom which extend learning experiences for students.
- Ability to employ technology (computer, video, internet, etc.) as appropriate to enhance instruction.
- Ability to act as a positive role model for students.

- Ability to meet face-to-face with students, develop rapport, provide information, counsel, and refer with sensitivity to cultural issues.
- Excellent oral and written communication skills to a diverse group of students, families, professionals, and paraprofessionals.
- Ability to intervene effectively in a crisis.

### **EDUCATION and/or EXPERIENCE**

Minimum of a Bachelor's Degree from an accredited four-year college. Must hold a current and valid New Mexico teaching license. Previous experience in teaching culturally diverse students a plus.

### **COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS**

Basic word processing skills (i.e. Microsoft Office Systems) and desktop publishing skills required. Experience in use of multi-media equipment, such as data projectors, audio/video equipment.

### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel, such as keyboarding and writing. The employee is required to reach with hands and arms, talk and hear. The incumbent is occasionally required to stoop, kneel, crouch, or bend. Vision abilities required by this job include close and distance vision, and ability to adjust focus and to scan.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work in a classroom environment and in close quarters with staff and students. May occasionally travel to other sites that are not wheelchair accessible. The noise level in the work environment is moderate.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

***This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.***