



# Haak'u Community Academy

P.O. Box 545, Acoma, NM 87034 ■ 505-552-6077

## VACANCY ANNOUNCEMENT

Job Title: Adult Education Teacher - FACE

Pay Range: \$DOE/Annually Exempt

**OPENING DATE: September 11, 2023**

**CLOSING DATE: September 15, 2023**

- **Position Purpose:** The Family and Child Education's Adult Education Teacher ensures that parents are educated on developmental, nutrition, and medical needs, and are connected to needed community resources, as well as job and other life- skill resources. The Adult Education Teacher will encourage and support self-advocacy and self-sufficiency in the families they serve.

### • ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Manage continuous quality improvement activities (program quality assessments and action planning school year)
- Collaborates with Technical Assistance Agencies on monthly, quarterly and annual requirements
- Recruits and works alongside families with children from 0-5, including expectant families as early as possible during pregnancy, providing them with health information and educational experiences
- Develops a partnership with parents through encouragement and support as a role model
- Provide one home visit per week per family that lasts as least an hour per session
- Provide group socialization activities distributed over the course of the program year
- Must make up planned visits or scheduled group socialization activities that are cancelled by the Program
- Teaches parents to plan activities geared towards the development of positive child/parent interactions, utilizing household and program-provided resources. Consistently monitors outcomes of activities
- Conducts ongoing assessments of child development, family needs, and community resource utilization
- Completes a developmental screening on each child within 45-day mandate, and completes subsequent screenings at periodic intervals
- Makes referrals to appropriate components and outside agencies
- Conducts Safe Home Risk Assessment and develops and supports the implementation of a plan with the family to correct all unsafe conditions
- Monitors and records children and families' growth and progress. Completes all documentation and record keeping as required by the BIE FACE Program Guidelines

### • MINIMUM QUALIFICATIONS

- Education
- Associate's Degree in Education or related field.

- Experience
- No Experience required
- Mandatory Knowledge, Skills, and Other Qualifications:
  - Good oral and written communication skills including the preparation of reports
  - Collaboration with co-workers and other school staff
  - Initiate and maintain effective relationships with local and regional agencies
  - Maintain effective relationships with families and community

#### • **PREFERRED QUALIFICATIONS**

- Keres speaking
- Three years' experience in a school setting
- State of New Mexico teaching license
- Certified Parent Educator
- Knowledge of parenting skills and prenatal education
- Bachelor's degree in Education, Social Work, or Early Childhood Education
- Knowledge of parenting skills and prenatal education
- Experience in working with early childhood programs, diverse families, single parents, and the homeless preferred.

### **WORK ENVIRONMENT**

- Work environment: The work environment characteristics described here are representative of those an early childhood teacher encounters while performing the primary functions of this job. Normal classroom conditions exist, and the noise level in the work environment can vary from low to moderate. Travel may be required from time to time.
- Physical demands: The physical demands described here are representative of those that must be met by a Adult Education Teacher to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, stoop, kneel, crouch, crawl, talk and hear. There may be periods of sitting, standing, walking, keyboarding, reading, as well as driving or riding in transport vehicles with groups of students. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with students, coworkers, parents and community members.

### **INDIAN PREFERENCE**

The Pueblo of Acoma Department of Education has implemented an Indian Preference Policy. It is the policy 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 Department of Education shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation 88-352 (78 Stat. 241).

**OTHER**

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| 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 is subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, the position is 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. |
| Insurability Check:       | Current valid Driver's License. Candidates must be insurable through the school's Automotive Insurance Carrier to qualify for this 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.  |

***Disclaimer:*** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

To apply, email the Department of Education human resources at [hr@haakuca.org](mailto:hr@haakuca.org). All applications will be given consideration, however not all applicants will be called for an interview or contacted. Haak'u Community Academy is a drug free workplace.