



**PUEBLO OF LAGUNA
DEPARTMENT OF EDUCATION**

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

Vacancy Ann.: #24-2025

Opening Date: August 25, 2025
Closing Date: Open Until Filled
Position Title: Cultural Teacher – Elementary School
Salary: Per Salary Schedule

DESCRIPTION OF WORK:

Under the supervision of the Principal, the Cultural and Language Teacher will develop lessons appropriate to the age group being taught. The incumbent will devise activities to assist children in learning the K'awaika language and concepts and practices important to the Pueblo of Laguna.

MINIMUM EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:

Current and valid Tribal and State of New Mexico state certification as a Native Language Teacher; additional license in Elementary Education or Early Childhood Education is preferred. AA degree; BA or BS preferred.

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; 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:
 - LDoE Application – located on the LDoE website
 - Letter of Intent/Cover Letter
 - Resume
 - Copy of degree(s) and/or licensure(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

Job Description

Job Title: Cultural and Language Teacher
Department: Laguna Elementary and Middle School
Reports To: Principal
FLSA Status: Exempt – School Year

SUMMARY

Under the supervision of the Principal, the Cultural and Language Teacher will develop lessons appropriate to the age group being taught. The incumbent will devise activities to assist children in learning the K'awaika language and concepts and practices important to the Pueblo of Laguna.

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

LANGUAGE:

- Develop and implement lessons that teach the K'awaika language to the students within LES and LMS.
- Identify and utilize established best practices to teach the native language to non-Laguna speakers.

COMMUNICATION:

- Knowledge of and use of best practice in language-learning settings.
- Use the Keres language to engage in conversation, provide and obtain information, exchange feelings and opinions.
- Understand and interpret Keres language from diverse media.
- Present appropriate cultural information and concepts to students on a variety of topics.
- Present LDoE and LES in a positive light to staff, students, parents and community

CULTURE:

- Demonstrate knowledge and understanding of appropriate practices, cultural art, and products.
- Facilitate student experiences in traditional practices (ex: farming, pottery, sewing, leatherwork, hunting, and ranching).

CONNECTIONS AND COMPARISONS:

- Develop insight into nature of language and culture through comparison of the Keres language and English.
- Access various forms of information and recognize the different viewpoints available through the Keres language and Laguna culture.
- Serve as an active member of and collaborate with Culture Committee to develop culturally-appropriate curriculum and effective unit and lesson plans.
- Submits weekly lesson plans differentiated by grade level. Lesson plans will delineate objectives, materials, vocabulary and assessment of learning

- Prepares weekly “Classroom Connections” information sheets and CDs or DVDs for daily classroom language practice.
- Develop rubrics for effective communication of student levels of language learning to parents, staff and community.
- Develop appropriate assessments to effectively measure student learning.

COMMUNITIES:

- Use the Keres target language both inside and outside the school setting.
- Participate in all possible activities in language and culture held inside/outside the school: dance groups, drum groups, trips, exhibits, competition, after school programs, cultural and artistic programs.
- Perform other tasks as may be deemed appropriate and necessary as determined by the IEP, the Principal, the Special Education Coordinator, Instructional Coordinators, and/or Superintendent
- Holds parent/student/teacher conferences in a manner consistent with the LES policy.
- Conducts at least two Family Culture Nights or Language Forums per school year.
- Models respect for students, staff and community members.

MINOR RESPONSIBILITIES:

- Attend and participate in planning and leadership activities, staffings, trainings, professional development activities.
- Responsible for special projects.
- Other duties as requested.

COMMUNICATION REQUIREMENTS:

- Frequent telephone and in-person contact with teaching and office staff for exchange of information and services, and general problem solving.
- Checks e-mail daily to facilitate effective communication
- Written correspondence, memos, etc. to disseminate general information and education materials.
- Participate in regularly scheduled meetings with all program staff and teachers to maintain collaborative efforts across all programs.
- Provides information and recommendations for growth and development plans.

SUPERVISORY RESPONSIBILITIES

May supervise community volunteers

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.

EDUCATION and/or EXPERIENCE

Current and valid Tribal and State of New Mexico state certification as a Native Language Teacher; additional license in Elementary Education or Early Childhood Education is preferred. AA degree; BA or BS preferred.

SKILLS and ABILITIES REQUIRED

- Must have awareness of and respect for Pueblo culture and language.
- Excellent oral and written communication skills and interpersonal skills to communicate with a diverse group of professional, para-professional, community leaders, and parents.

COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS

Basic word processing skills (i.e. Microsoft Office Systems); desktop publishing, Excel and Power Point a plus.

CERTIFICATES, LICENSES, REGISTRATIONS

Current and valid Tribal and State of NM state certification as a Native Language Teacher, a license in Elementary Education or Early Childhood Education is preferred.

Valid New Mexico Driver's License.

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 frequently is required to reach with hands and arms and talk or hear. Specific vision abilities required by this job include close vision, and ability to adjust focus.

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 an office and classroom environment and in close quarters with other staff and will travel at times between sites. Some sites not wheelchair accessible at present time. 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.

Pueblo of Laguna -- Department of Education

Standards for Teaching Language and Culture

- LANGUAGE AND CULTURE:
- A Keres language and Laguna Culture student should:
 - Be able to recognize basic grammar structures.
 - Be able to use basic vocabulary in meaningful sentences.
 - Develop an awareness of the customs History of Laguna.
 - Have a basic knowledge of the culture and history of Laguna.
- That having been stated, the teacher's responsibility includes the following:
 - Teach the students study methods for learning the Keres language.
 - Expose students to the history and culture of the Pueblo of Laguna.
 - Enable the students to examine traditional ideas.
- By the end of the 3rd grade:
 - Be able to organize vocabulary into lists and on cards for studying.
 - Have learned basic cultural and historical facts about the Pueblo of Laguna.
 - Have an understanding of gender differences in greetings, commands and simple conversation.
 - Increase in ability to engage in conversation.
 - Be able to talk about family and information about themselves.
 - Be able to state basic needs and ask simple questions in Keres.
- By the end of the 5th grade:
 - Be able to relate Keres words and grammar to increase understanding.
 - Have a basic knowledge of the historical sites in the Pueblo of Laguna.
 - Be able to ask and answer simple questions dealing with school and home life.
 - Be able to discuss the changes brought by the coming of the railroad and the highway.
- By the end of the 8th grade:
 - Demonstrate mastery of the concept of grammatical gender.
 - Develop a method of memorizing new vocabulary.
 - Learn to translate stories and conversations.
 - Be able to use teacher/student made books and notes as aids to doing writing assignments.
 - Be able to compare and contrast English grammar to the grammar of the Keres languages previously studied.
 - Be able to compare and contrast traditional and modern Laguna culture.
 - Have a general knowledge of Laguna stories and their relation to the traditional calendar activities.
 - Be able to discuss the impact of the Pagate mines on Laguna life.
 - Be able to discuss events in Laguna history.

- BENCHMARKS – MODERN LANGUAGE:
- By the end of the two years, a student of the Keres languages will...
 - In Communication:
 - Answer questions, introduce himself/herself in the target language.
 - Ask for or give information about personal experience.
 - Understand the main ideas and significant details in selected texts on familiar topics.
 - Comprehend spoken and written texts from various media in the target language by employing knowledge from content of the subject discussed.
 - Write sentences in various tenses.
 - Memorize and recite dialogues and monologues in the target language.
 - In Culture:
 - Exchange information such as greetings with peer groups or adults.
 - Know various aspects of the Laguna culture.
 - In Connection and Comparison:
 - Compare various linguistics elements of the target language with their own.
 - Identify and recognize words in English borrowed or derived from the target language.
 - Recognize English cognates in the target language.
 - Use various media from the Laguna language for information.
 - In Communities:
 - Watch movies or other performances in the target language.
 - Listen to music, sing songs in the target language.
 - Attend cultural events in the target language.
 - Present short dramatic interpretations recite passages and poems, sing songs in the target language to an audience.
 - Identify business in the community which require proficiency in the target language.