



# Haak'u Community Academy

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

## VACANCY ANNOUNCEMENT

Job Title: Education Assistant

Pay Range: \$DOE/Annual exempt

**OPENING DATE: March 8, 2024**

**CLOSING DATE: OPEN UNTIL FILLED**

**Position Purpose:** The Education Assistant assists Teachers in the delivery of educational and behavioral interventions of Special Education students; also assists Special Education students in general education classrooms with the goal of helping students to reach their educational goals. Due to the varied and individual needs of each student, Instructional Assistants may provide a variety of support and assistance, and should be flexible adjusting to student needs.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Delivers educational interventions designed by teachers to help students meet educational, academic, life skill, behavioral, physical, social and emotional goals.
- Assists teachers with students to enable learning with minimal disruptions to other students.
- Assists students in study labs to complete homework assignments and prepare for tests.
- Provides small group and tutorial instruction and supervision as directed.
- Provides preventative and follow-up behavior management to students exhibiting disruptive behaviors and documents these situations.
- Communicates effectively with staff, students, and/or parents regarding needs and concerns.
- Use de-escalation techniques to assist with behavioral non-compliance and to work with students in crisis to enable their return to the proper academic setting.
- Learn and implement a variety of behavior plans for students.
- Uses knowledge of student needs to make necessary modifications to daily activities.

### MINIMUM QUALIFICATIONS

- Experience:
- Working knowledge of school-based programs and activities and special education
- Education:
- High School diploma
  - Current endorsements dependent upon specific positions may be required

Mandatory Knowledge,  
Skills, Abilities and  
Other Qualifications:

- Ability to communicate effectively to multiple audiences
- Able to perform all tasks identified in this job description
- Positive youth development and effective management techniques
- Ability to interact and communicate effectively with children with special needs
- Ability to provide behavior management and crisis intervention
- Ability to work as a team member providing services to children with special needs
- Ability to use sound judgment and knowledge of student behaviors and district policies to make decisions
- Excellent communication skills

#### **PREFERRED QUALIFICATIONS**

- Keres speaking
- Three years' experience in school-based programs and special education
- Associate's degree in Education or similar field of study
- Effective communication skills, both verbal and written
- Flexibility, organization, decision making and problem-solving skills
- Ability to meet deadlines, work on multiple projects, and coordinate the work of others
- Knowledge of policies on immunization, medication, first aid, emergencies and child abuse/neglect
- Ability to maintain positive relationships with students, parents, community members and staff

#### **WORK ENVIRONMENT**

**Work environment:** The work environment characteristics described here are representative of those in an educational setting. Abnormal 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 an employee 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 prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. 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 Tribal Members, employees, vendors and staff.

#### **INDIAN PREFERENCE**

The Haak'u Community Academy Department of Education has implemented an Indian Preference Policy. It is the policy of the HCA to 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, HCA 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**

**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 may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are 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, applications are available at the Haak'u Community Academy Human Resources office or by email 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.**