



**PUEBLO OF LAGUNA  
DEPARTMENT OF EDUCATION**

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

**Vacancy Ann.:** #18-2024

**Opening Date:** July 15, 2024  
**Closing Date:** Open Until Filled  
**Position Title:** Science Teacher – Laguna Middle School  
**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 judgement in setting priorities. This is professional work involved in teaching students' various academic courses offered in an institutional setting. Incumbents are responsible for instructing students in one or more subjects, such as English, Social Studies, or other academic courses depending on subject area certification and assignment. The work involves preparing teaching outlines for course or courses of study, assigning lessons, assessing student progress, and evaluating reports. Incumbents exercise supervision over instructional aides, monitors, and other helpers. 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 or university in the subject area to be taught. Must hold a current and valid State of New Mexico teaching license with Science endorsement. 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 Middle School  
**Reports To:** Principal  
**FLSA Status:** Exempt – Academic Year

### SUMMARY

Although under the general supervision of the Principal, this position is independent and the incumbent must exercise discretion and judgement in setting priorities. This is professional work involved in teaching students various academic courses offered in an institutional setting. Incumbents are responsible for instructing students in one or more subjects, such as English, Social Studies, or other academic courses depending on subject area certification and assignment. The work involves preparing teaching outlines for course or courses of study, assigning lessons, assessing student progress, and evaluating reports. Incumbents exercise supervision over instructional aides, monitors, and other helpers. 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 LMS students.
- Prepares lesson plans for course(s) of study; assigns, grades, and evaluates lessons.
- 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.
- Develops with parents and students a cooperative partnership based on mutual respect and objectivity.
- Facilitates resolution of problems that might arise with students and parents; maintains discipline in the classroom.
- Assesses student performance frequently and objectively; records test results, issues reports on progress, and keeps attendance records.
- Holds parent/student/teacher conferences in a manner consistent with the LMS policy manual.
- Follows state, district and tribally mandated school guidelines.
- Continues intellectual and professional development and pursues further education in primary academic discipline.

### MINOR RESPONSIBILITIES:

- Attends and participate in faculty and professional meetings, staffings, trainings, professional development activities and appropriate organized community events designed to promote collaboration.
- Provides a classroom environment that is conducive to learning.

**MINOR RESPONSIBILITIES:**

- Meets with parents and students for problem solving, counseling, etc.
- Possible sponsorship or co-sponsorship of various school sanctioned student organizations 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.
- Attend and participate 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.
- Confer with other teachers, school counselor, parents, specialists, and other community agencies on the educational, health, social, and vocational problems of students.
- Engage parents and students in the learning process through frequent and meaningful communication about student progress.

**SUPERVISORY RESPONSIBILITIES**

May supervise instructional aides, monitors, 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.

**EDUCATION and/or EXPERIENCE**

Minimum of a Bachelor's Degree from an accredited four-year college or university in the subject area to be taught. Must hold a current and valid State of New Mexico teaching license with endorsement(s). Previous experience in teaching culturally diverse students a plus.

**SKILLS and ABILITIES REQUIRED**

- Expert-level mastery of subject area(s)<sup>1</sup>
- 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 (such as coaching, organizing field trips, sponsorship of clubs, events, or community service projects, etc.).

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<sup>1</sup> Common usage language in K-12 pedagogy, defined as follows:

Novice-level – Level of exploration, including discussions on how others analyze the subject area, but not including actual analysis. Includes very preliminary discussions of cross-curricular connections.

Intermediate-level – Project based. Learning and applying first set of skills. This level sometimes has sub sets, such as Algebra I, Algebra II, etc.

Advanced-level – Applies all intermediate skills in an actual analysis of a real world situation or unique problem; application of the subject area to problem solving.

Expert-level – Ability to teach all of the above.

- Ability to employ technology (computer, video, internet, etc.) as appropriate to enhance instruction.
- Ability to act as a positive role model for students.
- Trained in the assessment of and intervention procedures for suspected child abuse victims.
- 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.

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

Basic word processing skills (i.e. Microsoft Office Systems) a plus.

Experience in use of multi-media equipment, such as overhead projectors, audio/video equipment.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

New Mexico teaching certificate in the subject area to be taught as required by the Laguna Department of Education.

### **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.***