



Haak'u Community Academy

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

VACANCY ANNOUNCEMENT

Job Title: Pre School Teacher - FACE

Pay Range: \$DOE/Annual - Exempt

Competitive incentives and salary/ \$2,500 sign on bonus

OPENING DATE: June 30,2022

CLOSING DATE: OPEN UNTIL FILLED

Position Purpose: The Pre School-Teacher creates and implements development-based educational programs for children. Must address the emotional, cognitive, social, and physical needs of both individual and groups of children while effectively communicating with parents.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Implements BIE Early Learning Program Guidelines and Pre School Standards
- Lead daily social, learning, and physical activities for all children in their assigned classes
- Develop daily instructional plans based on BIE-approved and school-approved curriculum
- Responsible for the overall health and welfare of the children in their classroom, which requires diligent monitoring of all children during learning times, meal times, restroom breaks, and nap times
- Keep all children active and engaged while they are in the classroom
- Responsible for keeping the classroom clean, organized, and stimulating for children
- Assess all work submitted by students and provide progress reports to parents detailing their child's success completing classroom work
- Work collaboratively with FACE Technical Assistance center
- Attend mandatory workshops, conferences, and staff meetings as directed by Haak'u Community Academy
- Other duties as assigned

MINIMUM QUALIFICATIONS

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| Education | <ul style="list-style-type: none">• Bachelor's Degree in Early Childhood or Elementary Education and qualify for NM Teachers License |
| Experience | <ul style="list-style-type: none">• No Experience |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications | <ul style="list-style-type: none">• Have the skills and commitment to develop positive relationship with families• Able to perform all tasks identified in this job description• Knowledge of early childhood education• Comfortable and knowledgeable about working with parents and families• Use of computer and applicable software |

PREFERRED QUALIFICATIONS

- Keres speaking
- Three years' experience in a school setting
- Effective communication skills, both verbal and written
- Flexibility, organization, decision making and problem-solving skills.
- Knowledge of computer system, financial procedures, and legal requirements
- Ability to meet deadlines, work on multiple projects, and coordinate the work of others
- Knowledge of all laws, regulations and guidelines affecting teachers and students. Knowledge of effective classroom management techniques
- Ability to maintain positive relationships with students, parents, community members and staff
- Is positioned to network with family-child related agencies within the community

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 an Early Childhood 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, 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

- 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, email the Department of Education human resources at 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.