



**PUEBLO OF LAGUNA
DEPARTMENT OF EDUCATION**

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

Vacancy Ann.: #16-2025

Opening Date: July 2, 2025
Closing Date: Open Until Filled
Position Title: Teacher – Preschool Head Start
Salary: Per Salary Schedule

DESCRIPTION OF WORK: Under the general direction of the DEC Director, the teacher provides a successful, safe and supervised educational setting for children while they are in the program environment (classroom, outdoor play area, and field trips). It is the charge of the teacher to promote the social, emotional, physical, and cognitive development of children. The teacher provides frequent contact with the families of the children in the classroom and at home. The incumbent keeps accurate written notes to develop goals for children, provides on-going assessment and facilitates successful transition into other programs. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

MINIMUM EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:

Minimum NM Early Care, Education and Family Support 45 Hour Entry Level Course certificate required. Associates Degree in Early Childhood from an accredited college. Bachelor's in Early Childhood Education or a related field preferred. Experience working with children 6 weeks to 5 years of age either in a center-based setting highly desirable. Two years' experience 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 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

Job Description

Job Title: Preschool Head Start or Child Care Teacher
Department: Division of Early Childhood
Reports To: Preschool Head Start – Child Care Director
FLSA Status: Exempt – Year long

SUMMARY

Under the general direction of the PHS-CC Director, the teacher provides a successful, safe and supervised educational setting for children while they are in the program environment (classroom, outdoor play area, and field trips). It is the charge of the teacher to promote the social, emotional, physical, and cognitive development of children. The teacher provides frequent contact with the families of the children in the classroom and at home. The incumbent keeps accurate written notes to develop goals for children, provides on-going assessment and facilitates successful transition into other programs. 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.

- To increase professional skills, required to pursue an Associate of Arts degree in Early Childhood Education upon hire
- Meet the needs of all children, including those who are "at-risk", those with special needs, those who are gifted, and those who are culturally diverse.
- Integrate all program components into classroom time.
- Develop and utilize lesson plans that reflect mandated elements, parental and cultural influences, and promote the social, emotional, physical, and cognitive development of Head Start children.
- Individualize one-to-one and group activities to reflect the unique needs and strengths of all children in the classroom.
- Follow a consistent schedule that includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, two meals, and maintain effective transitions between activities.
- Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice-making.
- Provide an atmosphere that promotes and reinforces parental involvement in the classroom.
- Coordinate parent volunteer schedule, assuring adequate involvement in an appropriate adult:child ratio.
- Work with appropriate agencies and people in developing IEPs.
- Coordinate special needs staff in the classroom and develop a collaborative approach that benefits all children in the classroom and meets needs as specified in IEPs.
- Supervise and monitor children at all times.
- Respond to crisis or emergency situations that may occur. Provide first aid or CPR, prevent the spread of blood borne pathogens, and access emergency services as needed.
- Maintain accurate written records; including assessments, IEP documentation, screening instruments, anecdotal observations, and other required forms.
- Develop balanced lesson plans that are developmentally appropriate and intellectually challenging.
- Establish daily and weekly goals that will promote individual and group educational plans and include other program components.
- Prepare classroom materials to support lesson plans; change and create learning centers as needed.
- Adapt curriculum to address and meet individual goals for children as identified in the IEP.

MINOR RESPONSIBILITIES:

- Complete appropriate documentation for case notes, referral, and follow-up and assure confidentiality of family records.
- Attend and participate in professional development activities and appropriate organized community events designed to promote collaboration.
- Conduct regular home visits for purposes of assessment and support, and to share information on parenting, educational strategies, and classroom progress.
- Assure general maintenance and security of facility; assist in inventory of all site equipment.
- Other duties as requested.

COMMUNICATION REQUIREMENTS:

- Share information regarding child progress with team members, and gather information on home issues.
- Writes memos to staff and parents to send various notifications.
- Meet regularly with parents and other staff regarding each child's status and progress.
- Participate in regularly scheduled team meetings to plan for and deliver collaborative services across all Head Start components.
- Referrals for educational, medical, or social issues for child care.

MENTORING RESPONSIBILITIES

Provides mentoring to teaching assistants; works to mentor and model early childhood practices for assistant teachers and parent 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

Associates Degree in Early Childhood Education; Minimum CDA or one year state certificate in Child Development. Bachelor's in Early Childhood Education or a related field a plus. Two years experience preferred.

SKILLS and ABILITIES REQUIRED

- Demonstrated ability to supervise and ensure a safe learning environment for children in a classroom setting.
- Demonstrated ability to adapt curriculum to meet the needs of all children including "at-risk", special needs, gifted, and culturally diverse populations.
- Excellent communication skills, especially good listening skills.
- Working knowledge of available community resources and Head Start program components.
- Ability to make frequent significant decisions to assure developmental progress in children.
- Ability to apply Child Development theory in daily classroom activities, and adapt to the individual needs of children.
- Ability to respond to an emergency or crisis situation, should one arise.
- Ability to be aware of and monitor events going on at all times, regardless of what you are doing at the time.

COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS

Basic computer skills to the level of working with and teaching children to use a computer a plus.

CERTIFICATES, LICENSES, REGISTRATIONS

Required to pursue Associate of Arts degree in Early Childhood Education upon hire. One year state certificate in Child Development or CDA required or pursue a CDA within one year of hire. Adult/Child/Infant CPR and First Aid certified, and current Food Handler's Card a plus.

Valid New Mexico Drivers 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, as in such activities surrounding teaching tools and skills. The employee frequently is required to reach with hands and arms and talk or hear. Specific vision abilities required by this job include ability to visually scan an area where children are, including the classroom, outdoor play area, and field trips. The employee must have the auditory ability to monitor and listen to what is going on around her/him. The employee will regularly be required to kneel, stoop, bend, crouch, and sit on the floor or ground. There will be occasional lifting of up to 50 pounds.

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 indoor classroom and out-door playground environment, and in close quarters with small children and other staff. May occasionally travel to other sites that are not wheelchair accessible. May be required to ride a bus over unimproved surfaces and occasionally in adverse weather conditions. 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.