



PO Box 307 Acoma, New Mexico – 505-552-6077

EARLY CHILDHOOD CO- TEACHER

Position Description

Department:	FACE
W/C Code:	
Pay Range:	\$26,500/yr.

Reports to (title):	Education Program Administrator
Classification:	Instruction
Effective Date:	09/11/2023
Closing Date:	09/15/2023

MISSION AND VISION STATEMENT

Mission: To set policy and direction for the development, implementation and coordination of access to quality for all educational programs and schools

Vision: A flourishing community built on well-being, strength and opportunity.

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Acoma Department of Education (ADOE) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Interact in an honest, trustworthy and respectful manner with Tribal Members, employees, visitors and vendors.
- Comply with the Pueblo's policies and procedures.
- Display respect and understanding of the Pueblo's culture, traditions and values.
- Maintain a current, valid, and insurable driver's license.

POSITION PURPOSE

Under the general direction of the Education Program Administrator, the preschool co-teacher provides support to the Preschool Teacher, assisting in creating a strong learning environment where preschool children can develop and thrive. The Co-teacher provides a model for parents on teaching, motivating, disciplining and communicating with young children. The development of literacy and strong parent and child relationships is a focus for all FACE staff.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Leads the classroom in the temporary absence of the Preschool Teacher
- Works as a team player with the guidance of the Preschool Teacher
- Implements the NCFL CIRCLES: A Culturally Appropriate Preschool Curriculum for American Indian Children and the FACE Preschool Standards alongside the Preschool Teacher
 - Assists the Preschool Teacher with the following responsibilities:
 - Develops, publicizes, and carries out a program of early childhood education for FACE program participants
- Maintains up-to-date files on each student; prepares accurate reports, written plans and documents
- Contributes to required monthly reports, end of the year report, and data collection

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- Assists with completion of the Work Sampling System 5th Edition assessment in the fall and spring and the Expressive One Word Picture Vocabulary Test (EOWPVT) three times annually for each child participant
- Arranges for and/or provides screening services for children and referral services as indicated
- Maintains weekly and daily lesson plans
- Uses a variety of instructional approaches including active learning, materials and techniques to ensure that children learn to their fullest potential
- Supports planning of and participates in Parent and Child Together (PACT) Time® as well as all parent engagement activities
- Is knowledgeable and shares information with families about community resources and further academic opportunities
- Arranges the classroom for organized and accessible learning; ensures that program materials, equipment and environment are kept clean, secure and free from clutter and vandalism
- Provides a learning environment that is full of literacy
- learning opportunities and reflects the language and culture of the families.
- Provides a daily routine that is consistent and includes all the required elements of a FACE program
 - o Meets weekly with the FACE team to plan and evaluate program services.
 - o Attends Regional Technical Assistance Days and participates in appropriate online trainings
 - o Supports planning and facilitating Parent Time with the FACE team
 - o Helps facilitate the monthly FACE Family Circle meetings
 - o Reports to the FACE Coordinator on all matters of importance related to the FACE Program
 - o Assists in the working toward National Association for the Education of Young Children (NAEYC) accreditation for the program.
 - o Is willing to attend professional development opportunities to increase job skills
 - o Meets other requirements as a staff member of the school

MINIMUM QUALIFICATIONS

- | | |
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| Experience: | <ul style="list-style-type: none">• Experience working in a school setting |
| Education: | <ul style="list-style-type: none">• High School Diploma or GED |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Is able to travel to and attend required FACE trainings• Is able to work well as a team member to develop the full potential of all participants and also is self-motivated• Is mature and sensitive, able to relate well to both children and adults of diverse socioeconomic and cultural backgrounds• Treats each child, parent, and co-worker with dignity and respect• Obtains and maintains any other required certification, which may include first aid, CPR, food handler's permit, physical exam, tuberculin skin test, etc.• Must work under the guidance of a certified teacher |

PREFERRED QUALIFICATIONS

- One year of experience in an early childhood program or elementary school
- AA Degree in Early Childhood Education
- First Aid/CPR certification or obtain within three (3) months of hire.
- Fluency in the Keres language.

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal school and early childhood

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setting conditions exist, and the noise level in the work environment can vary from moderate to high. limited 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 standing, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with students, community members, employees, vendors and staff.

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various topics and, at times, complicated issues.

INDIAN PREFERENCE

ADOE has implemented an Indian Preference Policy. It is the policy of ADOE 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 as provided in this section, ADOE shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

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.

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.

REVIEWED BY		TITLE	
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

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ACKNOWLEDGMENT

I have reviewed the content of the **Early Childhood Teacher Assistant** position description and have been provided a copy of the position description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date
