



**PUEBLO OF LAGUNA
DEPARTMENT OF EDUCATION**

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

Vacancy Ann.: #09-2025

Opening Date: June 11, 2025
Closing Date: Open Until Filled
Position Title: Teacher – Reading/Math Intervention - LMS
Salary: Per Salary Schedule

DESCRIPTION OF WORK:

The Reading/Math Intervention Teacher is responsible for delivering targeted Tier 2 interventions in reading and mathematics to students identified as needing additional academic support. The teacher uses intervention software programs and instructional strategies to provide individualized and small group instruction, monitors progress through data analysis, and collaborates with instructional staff to support student achievement.

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 endorsement(s); Valid NM teaching license with an endorsement in Reading, Mathematics, or Elementary Education. 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; 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: Reading/Math Intervention Teacher-Middle School
Department: Laguna Middle School
Reports To: Principal
FLSA Status: Exempt – Academic Year

SUMMARY

The Reading/Math Intervention Teacher is responsible for delivering targeted Tier 2 interventions in reading and mathematics to students identified as needing additional academic support. The teacher uses intervention software programs and instructional strategies to provide individualized and small group instruction, monitors progress through data analysis, and collaborates with instructional staff to support student achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide small group and/or individual intervention instruction in reading and mathematics using district-approved Tier 2 intervention software and materials.
- Analyze diagnostic, formative, and progress monitoring data to identify student needs and adjust intervention plans accordingly.
- Develop, implement, and monitor individualized student intervention plans aligned to MLSS (Multi-Tiered System of Supports) structures.
- Collaborate with classroom teachers, instructional coaches, and support staff to coordinate intervention strategies and student support.
- Participate in data team meetings and contribute to discussions about student progress, instructional adjustments, and resource needs.
- Maintain accurate and up-to-date records of student progress, attendance, and intervention activities.
- Communicate with parents/guardians regarding student progress and strategies for support at home.
- Assist in identifying students for intervention through universal screeners and progress monitoring tools.
- Support and model effective instructional practices aligned with culturally responsive and inclusive teaching.
- Participate in professional development opportunities related to intervention programs, data analysis, and instructional strategies.

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.

- Experience working with MLSS or RTI frameworks.
- Background in using intervention software and data dashboards.
- Experience working with diverse student populations and English learners.

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); Valid NM teaching license with an endorsement in Reading, Mathematics, or Elementary Education. Previous experience in teaching culturally diverse students a plus.

SKILLS and ABILITIES REQUIRED

- Expert-level mastery of subject area(s)¹
- Expert-level written and oral skills.
- Demonstrated talent in the instruction of students with varied learning styles and levels of mastery.

¹ 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.

- Experience with intervention programs and progress monitoring tools such as i-Ready, MAP Growth, CLASS, etc.
- Strong understanding of Tiered intervention models, especially Tier 2 supports.
- Proficient in interpreting and using data to drive instructional decisions.
- Demonstrated ability to differentiate instruction based on student needs.
- Effective communication, collaboration, and organizational skills.
- Knowledge of culturally responsive practices and commitment to equity in education.
- 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.).
- Ability to employ technology (computer, video, internet, etc.) as appropriate to enhance instruction.
- Ability to act as a positive role model for students.
- 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.