



**PUEBLO OF LAGUNA  
DEPARTMENT OF EDUCATION**

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

**Vacancy Ann.:** #20-2024

**Opening Date:** July 19, 2024  
**Closing Date:** Open Until Filled  
**Position Title:** Multi-Function Educational Assistant – Division of Early Childhood  
**Salary:** Per Salary Schedule

**DESCRIPTION OF WORK:**

Under the direct supervision of the Program Director and/or School Principal the Educational Assistant performs routine teacher's aide work. Work involves assisting regular classroom and Special Education teacher(s) with design and instructional materials for the classroom, assisting in planning and implementing educational activities, and supervising and monitoring students. Works with students on an individual or small group basis. Works under close supervision with limited latitude for use of initiative or independent judgment. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

**MINIMUM EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:**

High school diploma or equivalent. Experience as an aide in a classroom setting, or experience or training in a child care or child-related field preferred, but not required. Willing to work towards an educational assistant license. Training will be provided.

**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:** Multi-Function Educational Assistants  
**Department:** Laguna Department of Education  
**Reports To:** Program Director/School Principal(s)  
**FLSA Status:** Non-Exempt – Academic Year

#### SUMMARY

Under the direct supervision of the Program Director and/or School Principal the Educational Assistant performs routine teacher's aide work. Work involves assisting regular classroom and Special Education teacher(s) with design and instructional materials for the classroom, assisting in planning and implementing educational activities, and supervising and monitoring students. Works with students on an individual or small group basis. Works under close supervision with limited latitude for use of initiative or independent judgment. 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.

- Helps school academic and behavioral teams maintain cohesive school environment.
- Assist licensed personnel in school environment.
- Monitors and supervises students inside and outside the classroom (e.g. lunchroom, field trips).
- Prepares materials for student and instructional use.
- Provides assistance with individualized program materials.
- Assists in creating and designing instructional materials.
- With guidance from the teacher, implements behavior management strategies.
- Assists in facilitating classroom learning activities.
- Assists with supplementary work for students and supervise independent study in the school environment.
- May accompany students on field trips and community activities.
- May assist students with special needs.
- May assist in management and ordering of supplies.
- Other Duties, as assigned:
  - May require school bus monitoring
  - May require substitute teaching.
  - May require supervision of computer lab/library/other classroom(s).
  - May require test proctoring.
  - May require assisting with personal hygiene needs of students.
  - Assist with the COVID-19 associated duties: i.e. temperature checks, bus monitoring, cafeteria related duties, supervision of children, etc..

#### MINOR RESPONSIBILITIES:

- Attends and participates in team meetings, staffings, trainings, professional development activities and appropriate organized community and school events.

- Works with teachers and middle school administrative staff on attendance, behavioral, and grade reports for students.

**COMMUNICATION REQUIREMENTS:**

- May be required to attend and participate in scheduled meetings with staff and teachers to maintain collaborative efforts.
- Maintains legible and up-to-date evidence of team collaboration meetings, to include note-taking, copying, filing, and record-keeping.

**SUPERVISORY RESPONSIBILITIES:**

No direct subordinate supervision required.

**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:**

High school diploma or equivalent. Experience as an aide in a classroom setting, or experience or training in a child care or child-related field preferred, but not required. Willing to work towards an educational assistant license. Training will be provided.

**SKILLS and ABILITIES REQUIRED:**

- Ability to adapt to specific learning capabilities or disabilities of the student.
- Ability to work effectively and patiently with children and to work cooperatively with school personnel and parents.
- Some knowledge of developmentally appropriate social, emotional, cognitive, and communication skills for children of elementary or middle school ages.
- Ability to align behavior with the needs, priorities, and goals of the Special Education teacher(s) and the Laguna Elementary or Middle School or Division of Early Childhood programs.
- Ability to express information to individuals or groups effectively, taking into account the audience and the nature of the information.
- Ability to listen to others and respond appropriately.
- Ability to take direction and respond to supervising teacher(s) appropriately.

**COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS:**

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

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid New Mexico Driver's 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, such as keyboarding and writing. The employee frequently is required to reach with hands and arms and talk or hear. Employee is frequently required to stoop, kneel, crouch and crawl. May be required to lift up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

### **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 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.*