

# LAGUNA DEPARTMENT OF EDUCATION

## **POSITION OPENING** **INTERNAL/EXTERNAL NOTICE**

**POSITION:** SPECIAL ED. EDUCATIONAL ASSISTANT (FULL TIME POSITION)

**POSTED:** 12/13/2022

**LAST DATE TO APPLY:** 12/23/2022 OR UNTIL FILLED

**LOCATION:** LES/LMS

**WHO TO CONTACT:** LDOE Human Resources  
(505) 552-6008  
humanresources@lagunaed.net

**QUALIFICATIONS:** Able to assist with general responsibilities related to a school setting, assisting teachers in a school environment. Able to provide classroom assistance, supervise and monitor special need students, assists in facilitating classroom learning. Valid NM Driver's License. HS Diploma or equivalent. Job description available upon request.

**SALARY:** \$13.71/hr. up to \$18.74/hr.

*Applicants are encouraged to submit a letter of interest, a current resume, and an up-to-date application.*



**For information on applying for any position contact:**

Human Resources  
(505) 552-6008 ext. 1001  
Fax (505) 552-6398

Email [humanresources@lagunaed.net](mailto:humanresources@lagunaed.net)

*Conditions of Employment: Able to comply with the immigration Reform and Control Act of 1986; obtain a successful Criminal History Background Check. Laguna-Native American Preference.*

*The Laguna Department of Education is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, disability, handicap, or military status in compliance with federal and state laws.*

## Pueblo of Laguna -- Department of Education

---

### Job Description

**Job Title:** Educational Assistant(s), Regular/Special Education  
**Department:** Laguna Elementary/Middle School(s)  
**Reports To:** Principal(s)/Student Services Director  
**FLSA Status:** Non-Exempt – Academic Year

#### **SUMMARY**

Under the direct supervision of the Principal(s)/Student Service Director, the Educational Assistant performs routine teacher's assistant work. Work involves assisting 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.

- Monitors and supervises students inside and outside the classroom (e.g. lunchroom, field trips).
- Prepares materials for student and instructional use.
- Assists in creating and designing instructional materials.
- With guidance from the teacher, implements behavior management strategies.
- Assists in facilitating classroom learning activities.
- May accompany students on field trips and community activities.
- May assist students with special needs.
- May assist in management and ordering of supplies.
- May require school bus driving.

#### **MINOR RESPONSIBILITIES:**

- Attend and participate in team meetings, staffings, trainings, professional development activities and appropriate organized community and school events.
- Work with teachers and middle school administrative staff on attendance, behavioral, and grade reports for students.

#### **COMMUNICATION REQUIREMENTS:**

- Attend and participate in regularly scheduled meetings with staff and teachers to maintain collaborative efforts.

#### **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 or equivalent diploma and the equivalent of one year of full-time experience as an aide in a classroom setting, or experience or training in a child care or child-related field. Some experience in working with learning or physically disabled children a plus. Associates Degree in Early Childhood preferred.

### **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 middle school age.
- Ability to align behavior with the needs, priorities, and goals of the Special Education teacher(s) and the Middle School.
- 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.  
Experience in use of multi-media equipment, such as overhead projectors, audio/video equipment.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid New Mexico Driver's License. Current and Valid State of New Mexico Educational Assistant Licensure. New Mexico CDL license a plus.

### **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 50 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.***