



Haak'u Community Academy

P.O. Box 545, Acoma, NM 87034 ■ 505-552-6077

VACANCY ANNOUNCEMENT

Job Title: Substitute Teacher

Pay Range: \$DOE/Annually Exempt

Competitive incentives and salary/ \$2,500 sign-on bonus

OPENING DATE: April 12,2022

CLOSING DATE: OPEN UNTIL FILLED

Position Purpose: The Substitute Teacher supervises students in the event that their regular teacher is unable to lead class. Their duties include managing classroom behavior, interpreting lesson plans and creating reports to inform the regular program teacher of the day including but not limited to lesson plans, activities, student behavior and other instructions for the day.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Follow the daily schedule and implement lesson plans provided by the regular program Teacher and any special instruction
- Manage the classroom effectively to encourage student participation, minimize distractions and maintain a positive learning environment
- Adapt teaching methods to fit the needs of each individual student
- Supervise students in and out of the classroom, including in the halls, on the playground and in the cafeteria
- Provide in-class and at-home assignments based on the available lesson plan
- For long-term substitutes: develop lesson plans and assignments consistent with the regular teacher's past lesson plans
- Other duties as assigned

MINIMUM QUALIFICATIONS

- Experience:
- Working knowledge of school-based programs and activities
- Education:
- Previous experience working with students
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Ability to communicate effectively to multiple audiences
 - Able to perform all tasks identified in this job description
 - Positive youth development and effective management techniques
 - Demonstrate extensive knowledge in core academic subject matter
 - Knowledge of State and District content standards and Core Curriculum
 - Currently highly qualified according to the No Child Left Behind Act at the level of the position (elementary, mid or high school)

PREFERRED QUALIFICATIONS

- Degree in Elementary Education or related field
- Keres speaking
- Teaching experience in a school setting
- Effective communication skills, both verbal and written
- Flexibility, organization, decision making and problem-solving skills.
- Experience with computers and software
- Ability to meet deadlines, work on multiple projects, and coordinate the work of others
- Knowledge and experience of effective classroom management techniques
- Ability to maintain positive relationships with students, parents, community members and staff

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those a Licensed Substitute Teacher encounters while performing the primary functions of this job. Normal classroom conditions exist, and the noise level in the work environment can vary from low to moderate. Travel may be required from time to time.

Physical demands: The physical demands described here are representative of those that must be met by a Substitute Teacher 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 periods of sitting, standing, walking, keyboarding, reading, as well as driving or riding in transport vehicles with groups of students. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with students, coworkers, parents and community members.

INDIAN PREFERENCE

The Pueblo of Acoma Department of Education has implemented an Indian Preference Policy. It is the policy 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, the Pueblo of Acoma Department of Education shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation 88-352 (78 Stat. 241).

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 is subject to a criminal history background check, a suitability background check and/or a FairCredit Reporting Act (FCRA) check. In addition, the position is 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.
- Insurability Check:** Current valid Driver's License. Candidates must be insurable through the school's Automotive Insurance Carrier 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.

To apply, email the Department of Education human resources at hr@haakuca.org. All applications will be given consideration, however not all applicants will be called for an interview or contacted. Haak'u Community Academy is a drug free workplace.