



**PUEBLO OF LAGUNA  
DEPARTMENT OF EDUCATION**

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

**Vacancy Ann.: #29-2025**

**Opening Date:** October 31, 2025  
**Closing Date:** Open Until Filled  
**Position Title:** Native Program Manager – OLL (Office of Laguna Learning)  
**Salary:** \$61,927 - \$72,055; DOE

**DESCRIPTION OF WORK:**

Under direction of the Superintendent, the manager will implement scope of work as outlined in the grant implementation plan. The manager is responsible for the fiscal management and oversight of program funds, OLL programming, developing any reports requested by Tribal Council, developing any reports related to the program, and other required reporting to the school and grantor upon request. The manager will also work in collaboration with the Pueblo's Education Priority Team members and perform other job-related duties as assigned and will provide day-to-day oversight, communications, and coordination of the Office of Laguna Learning Native Language program and the instruction of the Laguna Keres language within the Laguna Department of Educational school system.

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

Bachelor's degree required (preferred) or 3-5 years equivalent of experience in Native (Keres) Language Education, Education Administration or Curriculum Design from an accredited institution; must meet all legal, state, and Pueblo of Laguna Department of Education requirements for certification. Must have a demonstrated successful experience in public school and/or Native American school teaching, curriculum design or have demonstrated competence in creating and implementing a sizeable or significant project. Laguna tribal preference and familiarity with Keres language preferred.

**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
  - 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.*



### **Job Description**

**Job Title:** Native Program Manager-Office of Laguna Learning  
**Department:** Office of Laguna Learning  
**Reports To:** Superintendent  
**FLSA Status:** Exempt – Year Long  
**FTE:** 1  
**Pay Range:** \$61,927 - \$72,055

### **POSITION SUMMARY:**

Under direction of the Superintendent, the manager will implement scope of work as outlined in the grant implementation plan. The manager is responsible for the fiscal management and oversight of program funds, OLL programming, developing any reports requested by Tribal Council, developing any reports related to the program, and other required reporting to the school and grantor upon request. The manager will also work in collaboration with the Pueblo's Education Priority Team members and perform other job-related duties as assigned and will provide day-to-day oversight, communications, and coordination of the Office of Laguna Learning Native Language program and the instruction of the Laguna Keres language within the Laguna Department of Educational school system.

### **RESPONSIBILITIES:**

- Manage Program and budget within an education or tribal government setting and reporting.
- Provide guidance to align with Indian education, language revitalization and cultural activities.
- Develop short & long-term goals, objectives and policies through collaboration with the community and/or parents, clients, boards, advisory committees and policy councils.
- Leadership in keeping the division focused on evidence-based outcomes outlined in the Pueblo of Laguna Education Strategic Plan.
- Provide and maintain relevant information and data aligned with the outcomes specified within the Pueblo of Laguna Education Department and Language Strategic Plan.
- Work collaboratively to support the Education Priority Team members to implement the initiatives outlined within the Strategic Plan to support both education and language components.
- Ensure effective implementation and delivery of program scope of work aligned with Strategic Plan.
- Establish standard operating procedures and direct the day-to-day operations within the Office of Laguna Learning.
- Ensure effective internal controls and systems are established and ensure compliance with applicable federal, state and tribal laws and regulations.
- Oversee, monitor and the direct the preparation of department budget(s).
- Design opportunities to mentor, coach, develop, and train additional OLL staff.

- Prepare and deliver financial and other reports to Superintendent, School Board, Pueblo Council, and the Education Priority Team committee members.
- Prepare and submit any required reports, including web-based reports, as needed.
- Provide instruction to support the foundation of indigenous education, language revitalization, cultural protocols, cultural activities, Keres language and cultural preservation.
- Supervise program personnel.
- Collaborate with tribal community, TIPO and tribal councils, other tribal programs.
- Develop and assist with the program design of social media platforms, multimedia platforms and teaching communication work streams.
- Provide leadership and tribal reporting in an educational environment.
- Maintain and develop new teaching strategies to support program, coordination, planning, and curriculum.
- Provide instruction and understanding of the Laguna Keres Language, tribal protocol and cultural knowledge.
- Collaborate and work effectively with diverse backgrounds, fostering inclusivity.
- Provide good communication, organizational, and administrative skills.
- Work with Microsoft Office Suite to create instructional tools and manipulatives.
- Ensure all program instructional materials, textbooks, recordings and booklets are archived and copy written. (copy rights of all materials will be required)
- Perform other duties as assigned.

#### **OTHER RESPONSIBILITIES:**

- Complete and maintain appropriate documentation and records assuring confidentiality as needs dictate.
- Attend and participate in LDOE meetings and related activities, professional development activities and appropriate organized community events designed to promote collaboration.
- Build partnerships with local agencies, community service organizations, and educational providers.
- Other duties as requested by the Superintendent.

#### **COMMUNICATION REQUIREMENTS:**

- Frequent telephone and in-person contact with parents, clients, volunteers, and community representatives for purposes of advocacy, education, exchange of information and services, and general problem solving.
- Generation of written correspondence, newsletter articles, flyers, brochures, memos, and grant application materials, disseminate general information and education materials.
- Attend regularly scheduled meetings with staff and teachers to maintain collaborative efforts across all components.
- Regularly scheduled group presentations to staff, parents and larger community for purposes of training, education and information.

#### **SUPERVISORY RESPONSIBILITIES:**

Responsible for supervision of employees and contractors.

#### **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:**

Bachelor's degree required (preferred) or 3-5 years equivalent of experience in Native (Keres) Language Education, Education Administration or Curriculum Design from an accredited institution; must meet all legal, state, and Pueblo of Laguna Department of Education requirements for certification. Must have a demonstrated successful experience in public school and/or Native American school teaching, curriculum design or have demonstrated competence in creating and implementing a sizeable or significant project. Laguna tribal preference and familiarity with Keres language preferred.

**SKILLS and ABILITIES REQUIRED:**

- Strong Understanding of Keres Native Language and tribal traditional protocols.
- Demonstrated experience in administration and supervision, especially supervision of staff with diverse educational strengths.
- Experienced at balancing regulatory requirements with budget constraints and growing community needs.
- Strong knowledge of theories and practices in related field.
- Experience in design and delivery of classroom instruction and training.
- Excellent oral and written communication skills to a diverse group of professional, para-professional, community leaders, and parents.
- Strong leadership skills.
- Able to meet deadlines.

**COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS:**

Demonstrated proficiency in the use of computers, word-processing, spreadsheet and database software.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid and current State of 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. 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 an office environment and in close quarters with other staff. 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.***