



**PUEBLO OF LAGUNA  
DEPARTMENT OF EDUCATION**

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

**Vacancy Ann.: #04-2025**

**Opening Date:** May 30, 2025  
**Closing Date:** Open Until Filled  
**Position Title:** PE Teacher/Athletic Coordinator  
**Salary:** Per Salary Schedule

**DESCRIPTION OF WORK:**

Under the direct supervision of the School Principal, the Athletic Coordinator performs duties related to the development and implementation of a safe, inclusionary and enjoyable sports program at Laguna Elementary School. The PE Teacher is independent and the incumbent must exercise discretion and judgement in setting priorities. The work involves preparing teaching outlines for course or courses of study, assigning lessons, assessing student progress, and evaluating reports. Incumbents exercise supervision over instructional aides, monitors, and other helpers. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

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

**ATHLETIC COORDINATOR:** Bachelor's Degree Required and Experience as a Coach. Coach certification required.

**PE TEACHER:** 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). 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](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**

---

### **Job Description**

**Job Title:** PE Teacher / Athletic Coordinator  
**Department:** Laguna Department of Education  
**Reports To:** Principal

#### **SUMMARY**

Under the direct supervision of the School Principal, the PE Teacher/Athletic Coordinator performs duties related to the development and implementation of a safe, inclusionary and enjoyable sports program at both Laguna Middle School and Laguna Elementary School.

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

- Communicate frequently and clearly with the Elementary and Middle School Principal, Assistant Principal and Coach(es) and directly organize, administer and supervise the overall program of extra-curricular activities for the elementary and middle schools, in compliance with the New Mexico Activities Association Guidelines, if applicable, as well as adopted school board policies. In his/her absence he/she may designate another administrator or certified employee approved by the principal to carry out his/her duties and functions.
- Prepare Athlete's Agreement reflecting rules for social conduct. With assistance of the principal/assistant principal, interview and make coaching staff recommendations.
- Foster school-community relations by keeping the community aware through the media of the girls' and boys' accomplishments in the co-curricular and extra-curricular programs.
- Communicate with parents of athletes effectively and address their concerns, inclusive of appropriate and/or required conduct code.
- Monitors and oversees all sports practice sessions and home games and contests
- Schedules games and tournaments
- Hire officials, custodians, score keepers, and security as required and assume general responsibility for the proper supervision of home games.
- Monitors and supervises students inside and outside the classroom, gyms and sports fields
- Monitors and addresses student behavior as it relates to participation in sports programs
- Respond to issues, concerns, and emergencies during home athletic practices, contests, meetings, and other events as well as report information to administration
- Recruit, request and assign coaches and assistant coaches to various sports programs.
- Recruit, request assign and schedule referees
- Request and schedule transportation to away games and tournaments.
- Make arrangements for meals for participants, coaches, and bus drivers when opponent is 25 miles or more from the school district.
- Submit requisition for program supplies and equipment needs through the principal/designee and maintain accurate inventory.
- Supervise all ticket sales, organize concession stands. Participate in fund-raising events for the athletic program and assume responsibility for proper handling of funds including gate and concession receipts in compliance with the Finance Manual.
- Verifies the physical examination of all athletes prior to the beginning of each season, as required.
- Keep consistent and updated records on the following:
  - Student academic eligibility
  - Student physical eligibility
  - Student health/injuries
  - Student permission form
  - Parent contact information

- Game statistics
- Any incidents that need to be reported.
- Support all Coaches and Assistant Coaches throughout the school year including modeling and ensuring compliance with the NMAA, LDOE, and school policies and job descriptions
- Oversee and monitor athletic fundraising
- Organize and oversee sports concessions
- Collaborate with parents to elicit engagement and support
- Assist principal in hiring and evaluation of coaches and other athletic sports personnel
- Collaborate and communicate with school administration to maintain accurate schedules, game attendance and game statistics
- Set up parent information meetings prior to the first practice sessions
- Maintain records of supplies, equipment and uniforms and order needed supplies, equipment and uniforms as the budget allows
- Communicate with parents and community members using multiple media sources about sports highlights
- Organize athletic recognition/celebrations like an end of year sports banquet.

#### **PE Teacher Responsibilities/Duties:**

- Teaches subject area(s) according to curriculum guidelines specified by the Laguna Department of Education. Further develops and refines a high-level, challenging curriculum in subject area(s).
- Maintains on-going curriculum evaluation and development to meet the needs of students.
- Collaborates with other faculty in delivery of appropriate instructional approaches, working to serve the various learning styles and needs of middle school students.
- Prepares lesson plans for course(s) of study; assigns, grades, and evaluates lessons.
- Implements curriculum and instruction in a manner consistent with the Laguna Department of Education's standards and mission, including understanding, modeling and fostering independent thinking skills, creative problem solving, and abstract reasoning.
- Shows empathy for and understanding of students.
- Develops with parents and students a cooperative partnership based on mutual respect and objectivity.
- Facilitates resolution of problems that might arise with students and parents; maintains discipline in the classroom.
- Assesses student performance frequently and objectively; records test results, issues reports on progress, and keeps attendance records.
- Holds parent/student/teacher conferences in a manner consistent with the LMS policy manual.
- Follows state, district and tribally mandated school guidelines.
- Continues intellectual and professional development and pursues further education in primary academic discipline.

#### **Other Requirements:**

- Be a certified Teacher
- Be a certified Coach
- Obtain and maintain CPR and First Aid Certificates.

#### **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.
- 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.

## **EDUCATION and/or EXPERIENCE**

**ATHLETIC COORDINATOR:** Bachelor's Degree Required and Experience as a Coach. Coach certification required.

**TEACHER:** 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). Previous experience in teaching culturally diverse students a plus.

## **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.***