

Human Resources Department Pueblo of Santo Domingo



JOB ANNOUNCEMENT

POSITION TITLE: Keres Language Substitute Teacher (4)

SALARY RANGE: \$84-\$100/day DOC

DEPARTMENT: KKLP for Bernalillo Public Schools District

POSITION STATUS: PRN

SUPERVISOR: KKLP Program Manager/BPSD

JOB POSTING ID: KKLP-12.16.19

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.

KKLP Keres Language Substitute Teacher

BASIC PURPOSE:

Incumbents will be listed on an "on-call" basis specifically for Kewa Keres Language teachers at the Santo Domingo Public School (SDPS) and Bernalillo High School (BHS). Incumbents will be expected to carry-out language lesson plans developed by the Kewa Keres Language Teachers at the SDPS and BHS.

TYPICAL FUNCTIONS:

- Implement lesson plans as previously arranged by Kewa Keres Language teachers.
- Works with elementary, middle, or high school Kewa Keres Language students when regular teachers are on leave.
- Takes attendance and inputs information in computer
- assists with homework.
- Oversee normal classroom activities.
- Report to regular teachers upon their return to the classroom.
- All lessons will include the implementation of the Kewa Keres Language.
- Follow Bernalillo Public School District's (BPSD) standard policies and procedures for substitute teachers.
- Works collectively with the Kewa Keres Language Program.

REQUIRED COMPETENCIES

- **Integrity / Honesty**
All Santo Domingo tribe employees must work in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to HIPAA, handling, tracking of participants confidential records, and proper behavior between staff and clients. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Teamwork**
All Santo Domingo tribe employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up to date about tasks, progress, or projects.
- **Goal and Task Management**
Incumbent in this job needs to be able to plan, prioritize, set goals, set up standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Decisiveness**

- Incumbent in this position must be able to successfully determine and initiate a course of action from beginning to completion. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.
- **Vision**
Incumbent in this position must have the ability to gain an understanding of where an organization is headed considering internal and external trends and influences.
- **Interpersonal Skills (Working with Others)**
Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.
- **Teaching Others**
Incumbents in this position must be able to take responsibility for the development of individuals and groups through proper teaching, guidance and coaching techniques.

MINIMUM QUALIFICATIONS:

- Must be fluent in the Kewa Keres Language
- Effective English written and communication skills
- Have Basic computer skills
- Be flexible with time
- Must work well with students of various ages
- Must work well with other teachers, school employees
- Must be willing to obtain a **Kewa Keres Language Teacher Certification** via the **Santo Domingo Kewa Keres Language Program/Santo Domingo Tribe**. Please contact the Kewa Keres Language Program for application and further information.
- Obtain a **New Mexico-Public Education Department Native American Language and Culture Certificate (520-Licensure)** **after** obtaining the **Kewa Keres Language Teacher Certification via the Kewa Keres Language Program**.
- Be able to pass a background check through Bernalillo Public School District
- Works in tandem with Kewa Keres Language Program goals and objectives per Santo Domingo Tribal/BPSD Memorandum of Agreement.
- Undergo interview processes with the Kewa Keres Language Board
- Upon successful hire, will be a BPSD employee.
- Must be a High School graduate.

HOW TO APPLY

This position will work for Bernalillo Public School District with Direction from KKLP Language Board
Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us
 - Subject line: **KKLP Substitute Teacher Application – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Tribe Employment Application
- Cover Letter
- Resume