

# Human Resources Department Santo Domingo Pueblo



## JOB ANNOUNCEMENT

**POSITION TITLE:** Language Immersion Teacher

**SALARY RANGE:** \$16-\$20/Hr.

**DEPARTMENT:** Child Care Development Fund (CCDF)

**POSITION STATUS:** Non-Exempt, Full-time

**SUPERVISOR:** Child Care Specialist

**JOB POSTING ID:** CCDF

**Open until filled- For best consideration apply by 09/06/2023**

*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.*

### **Basic Purpose:**

The Language Immersion Teacher (LIT) is responsible for conducting childcare services and activities fully immersed in the Keres language. The LIT will work collaboratively with staff and teacher assistants in activities that are culturally relevant and appropriate. Additionally, the LIT will work with in-home child caregivers, assisting with activities or other support that may be required. The LIT will be responsible for monitoring the different levels of proficiency while providing childcare services to determine areas of emphasis or improvement. The LIT will assist the Child Care Specialist with lesson planning and coordination of classroom activities, outdoor activities, and field trips. All the activities surrounding language immersion are to enhance the child's development and fluency of the Keres language and culture. The LIT will ultimately provide culturally relevant, quality childcare services for children ages 8 weeks to 13 years of age, in accordance with Departmental, Federal & Tribal standards, regulations and laws.

### **Essential Functions:**

- Teaches Keres to tribal children in a classroom setting.
- Works collaboratively with teachers and other appropriate staff to create lesson plans that align with the cultural calendar and are developmentally appropriate.
- Coordinates with other teachers and childcare providers to guide and facilitate activities for the children.
- Cooperates with other staff and classroom groups to offer exceptional language immersion experiences for the children.
- Coordinates with the Child Care Specialist on the development of age and gender appropriate learning materials for children.
- Works collaboratively with other teachers in prepping materials for lessons and activities. When new materials are developed, they will be shared with other teachers and care givers for use in the classrooms or homes.
- Performs daily health checks, takes attendance, documents milestones, achievements, and areas of growth.
- Maintains communications with parents by using the Bright wheel Application on iPads, laptops, or KCCD owned cell phones.
- Maintains records of weekly lesson plans and any notes for areas of improvement and or changes
- Assist childcare specialist with programmatic reports.
- Maintain a portfolio of original or examples of materials and resources developed or purchased for on-going/future use.
- Provides and maintains a safe, clean, and healthy environment by executing routine cleaning of childcare settings.
- Ensures professional confidentiality.
- Encourage parent involvement in all education and program activities.
- Develop child enrichment activities for parents to carry out at home.
- Attends training, workshops, and conferences to reflect personal professional development plan.

## **REQUIRED COMPETENCIES**

- **Integrity / Honesty** All Santo Domingo Pueblo employees must work in an ethical manner by following all Santo Domingo Pueblo 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 Pueblo 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 figure out and start a course of action. 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 Other** 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:**

- CDA or Higher Degree in Early Childhood Education, with a minimum of 2 years of experience as a childcare provider and/or teaching; **OR** a combination of some education and 2 years' experience in early childhood education and willingness to obtain CDA.
- Excellent oral and written communication skills to focus efforts to meet the goals and objectives of students and parents, and CCDF requirements.
- Proficient in the Keres language.
- Must be a Kewa enrolled tribal member.
- Experience and knowledge in Kewa culture and proper protocols
- Must be certified or will obtain certification as Kewa Keres language speaker/teacher.
- Must be 21 years of age for insurance purposes.
- Valid driver's license with ability to meet Pueblo of Santo Domingo liability insurance requirements and maintain eligibility for insurance.
- Must obtain CPR/First Aid Certification and complete all required Health and Safety Training within 3 months of hire.
- Must be able to pass a background and drug screening.

## **HOW TO APPLY**

Please submit the complete application packet.

- By email: HR@kewa-nsn.us
  - Subject line: **Language Immersion Teacher – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- In person: Human Resources Department, 116 San Ildefonso 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 Pueblo Employment Application
- Cover Letter
- Resume