

Human Resources Department

Santo Domingo Pueblo



JOB ANNOUNCEMENT

POSITION TITLE: Language Teacher Assistant

COMPENSATION: \$13-\$17/Hr.

DEPARTMENT: Kewa Child Care and Development

POSITION STATUS: Non-Exempt, Full-time

SUPERVISOR: Child Care Specialist

JOB POSTING ID: CCDF-15923

Period to apply: 9/15/23-9/22/23

Santo Domingo Pueblo 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 Teacher Assistant (LTA) is responsible for assisting teachers in conducting language lessons and activities. The LTA will assist the Language Teachers and Child Care Specialist with the planning and coordination of classroom activities, outdoor activities, and field trips. All activities surrounding language immersion are to enhance the child's development and fluency of the Keres language and culture. The LTA 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/Speaks Keres to tribal children in all learning settings and cooperates with other staff to offer exceptional childcare services.
- Assists Language Immersion Teachers and Child Care Specialist with lesson planning.
- Helps prepare culturally relevant and developmentally appropriate learning materials for children.
- Assists with daily health checks, attendance, documents milestones, achievements, and areas of growth.
- Maintains communications with parents by using the Brightwheel Application on iPads, laptops, or KCCD owned cell phones.
- Works to obtain CDA, if not yet obtained
- Provides and maintains a safe, clean, and healthy environment by executing routine cleaning of childcare settings.
- Assists teachers with all meals and nap times.
- Ensures professional confidentiality.
- Encourages parent involvement in all educational and general program activities.
- Aides in the development of child enrichment activities for parents and providers 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 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:

- High School Diploma or equivalent required; with a minimum of 1 year experience as a child care provider (care giver) and or teaching; and must obtain CDA within reasonable time.
- Highly motivated to learn and speak Keres.
- Must be a Kewa enrolled tribal member.
- Experience and knowledge in Kewa culture and proper protocols.
- Must be 21 years of age for insurance purposes.
- Valid driver's license with ability to meet Santo Domingo Pueblo 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.
- Covid-19 vaccination is required. Reasonable accommodation is considered.

HOW TO APPLY

Please submit the complete application packet:

- By email: HR@kewa-nsn.us
 - Subject line: **Language Teacher Assistant – [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
- Certifications Obtained