



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 113-16

OPENING DATE: 08/31/2016

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: EDUCATION ASSISTANT

PAY GRADE: NE5 (\$10.98/hr. to \$12.90/hr.)

FLSA STATUS: Non-Exempt

DEPARTMENT: Isleta Elementary School

REPORTS TO: Principal

EDUCATION ASSISTANT

This position is located at the Pueblo of Isleta Elementary School. Assists teachers in planning and implementing educational and classroom programs and experiences to enhance and promote the educational, intellectual, and social growth and development of students.

Minimum Qualifications/Requirements:

- Associates degree in Education K-8, or related field
- NM Educational Assistant License preferred
- One year of education experience working with elementary students

Knowledge, Skill and Ability Requirements:

- Knowledge of traditional form of government and pueblo customs and traditions
- Knowledge of social, physical, and mental development of elementary school children
- Skill in directing the activities of groups of children; evaluating progress, and maintaining and orderly classroom
- Skill in administering disciplinary rules to students and resolving situational conflicts among students
- Skill in cross cultural education
- Ability to maintain confidentiality
- Ability to work independently and meet strict time lines
- Ability to communicate efficiently and effectively both verbally and in writing
- Ability to work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm
- Ability to supervise and ensure a safe learning environment for students

Other Requirements:

Individual selected is subject to the following:

- Must be able to pass a TB screening
- Valid New Mexico Driver's License with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance
- Satisfactorily pass a background investigation, with NO prior convictions of any felonies
- Must comply with the Pueblo of Isleta Drug Free Workplace policies.

PREFERENCE: Tribal preference and Native American Indian preference applies to all Pueblo of Isleta positions.