



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 151-15

OPENING DATE: 12/10/2015

CLOSING DATE: Open Until Filled

POSTED: In & Out

POSITION: Elementary Teacher -COMPUTER

PAY GRADE: T1, T2, T3

FLSA STATUS: Exempt

DEPARTMENT: Isleta Elementary School

REPORTS TO: Principal

ELEMENTARY TEACHER - COMPUTER

This position is located at the Pueblo of Isleta Elementary School. Provides computer instruction for elementary students. Plans, implements and evaluates instructional activities to improve student success in the computer lab. Serves as on-site IT Technician for the Elementary School.

Minimum Qualifications/Requirements:

- NM Teaching Certification I, II or III, with Technology Education endorsement
- Three years computer lab work experience in an elementary classroom preferred

Knowledge, Skill and Ability Requirements:

- Knowledge of traditional form of government and pueblo customs and traditions
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements
- Knowledge of records management procedures
- Knowledge of the principles, practices and methods of curriculum development
- Knowledge of the principles, practices and methods of computer lab education curriculum
- Knowledge of computer lab networking, internet, and distance learning blackboards
- Knowledge of training and tutoring
- Knowledge of business English, proper spelling, grammar, and punctuation, and basic arithmetic
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment
- Skill in computer lab management
- Skill in preparing reports and correspondence
- Skill in directing the activities of groups of children; evaluating progress, and maintaining an orderly classroom
- Skill in writing lesson plans and using curriculum guides
- Skill in navigating computer software
- Ability to determine basic computer problems and to coordinate hardware and/or software solutions
- Ability perform basic preventive maintenance on computer hardware and software
- Ability to supervise and ensure a safe learning environment for children
- Ability to adapt curriculum to meet the needs of all children including at-risk, special needs, gifted, and culturally diverse populations

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.