



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

**\*\*Re-Advertisement\*\***

**POSTING NO: 074-16**

**OPENING DATE: 06/06/2016**

**CLOSING DATE: Open Until Filled**

**POSTED: Within Only**

**POSITION: LANGUAGE COORDINATOR**

**PAY GRADE: E3 (\$28,645.00 to \$35,090.00 annum)**

**FLSA STATUS: Exempt**

**DEPARTMENT: Department of Education**

**REPORTS TO: Executive Director**

This position is located at the Pueblo of Isleta Department of Education. Provides oversight of the Tiwa Language Program. Assists and guides the Language Teachers in the development of curriculum, materials, and student assessments; coordinates classroom instruction. Creates and implements other opportunities that support language maintenance, revitalization and retention. Supervises and evaluates Tiwa Language Teachers who provide instructional services for the Tiwa Language program. Seeks additional grant opportunities.

Minimum Qualifications/Requirements:

- Bachelors' Degree from an accredited college/university in Education or related field preferred
- Two (2) years' experience working in a classroom or instructional setting
- Registered Isleta tribal member with fluency in the Tiwa language

Knowledge, Skill and Ability Requirements: Describe how you obtained these Knowledge's, Skills and Abilities

- Knowledge in the traditional teachings, dances, songs, stories, or arts and crafts of the pueblo
- Knowledge and understanding of youth learning principles and a wide range of training methods, techniques, and formats
- Knowledge of curriculum development and preparation procedures
- Knowledge of budget preparation
- Skill in preparing, reviewing, and analyzing operational/financial reports
- Skill in supervising, training, and evaluating assigned staff
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment
- Ability to design, develop, implement, and evaluate training plans, curricula, and methodology
- Ability to interact well with individuals from a wide range of ages and skill levels
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds
- Ability to maintain confidentiality
- Ability to communicate efficiently and effectively both verbally and in writing
- Ability to make solid decisions and exercise independent judgment

Other Requirements:

Individual selected is subject to the following:

- 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
- Must have fingerprinting completed prior to employment

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

**(Those who have previously applied need not reapply)**