



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

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VACANCY ANNOUNCEMENT

POSTING NO: 086-16

OPENING DATE: 06/15/2016

CLOSING DATE: OPEN UNTIL FILLED

POSITION: Mentor Teacher

POSTED: IN AND OUT

PAY GRADE: NE9 (\$16.07 to \$18.89 per hour)

FLSA STATUS: Non-Exempt

DEPARTMENT: Head Start/Early Head Start/Child Care

REPORTS TO: Education Coordinator

JOB PURPOSE: This position is located at the Isleta Pueblo Head Start/Early Head Start/Child Care Center. Under the direction of the Education Coordinator, the Mentor Teacher will support teaching staff by working directly in the classroom to model, observe, consult and provide guidance and resources to the classroom staff in effectively planning, developing and implementing positive behavioral support techniques, classroom and playground environment, curriculum, lesson plans, classroom management and educational experiences.

Minimum Qualifications/Requirements:

- Bachelor's Degree in Early Childhood Development or related field with credit in ECME.
- One year experience working in a classroom, Head Start or similar situations preferred.
- One year experience working with children preferred.
- Tiwa speaking preferred
- CPR and First Aid Certified
- Must obtain and maintain Food Handler's Card.

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

- Knowledge of principles and practices of early childhood development and care.
- Knowledge of the different stages of child development.
- Knowledge of applicable rules, regulations, policies and procedures related to child care.
- Skill in nurturing, motivating, teaching and guiding children.
- Ability to perform and analyze child development assessments..
- Ability to frequently lift up to 50 lbs.

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.