



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com

VACANCY ANNOUNCEMENT

POSTING NO: 085-16

OPENING DATE: 06/15/2016

CLOSING DATE: OPEN UNTIL FILLED

POSITION: Tiwa Language Instructor

POSTED: IN AND OUT

PAY GRADE: NE6 (12.08 to \$14.19 per hour)

FLSA STATUS: Non Exempt

DEPARTMENT: Head Start

REPORTS TO: Executive Director

JOB PURPOSE: This position is located at the Isleta Pueblo Head Start Program. Incumbent will provide instructional services for children in the Head Start program; teaches children Tiwa language, crafts, pueblo history, traditional dances, storytelling, and songs.

Minimum Qualifications/Requirements:

- High School Diploma/GED.
- Registered Isleta tribal member with fluency in the Tiwa language.
- Five years of experience working with Native American children.
- Associate's degree in Education preferred.

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 of curriculum development and preparation procedures.
- 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.

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.