

**NACA Inspired Schools Network
Member Position Description**

Please complete a Member Position Description for each of the members you were awarded with all appropriate information.

The position will need to help make progress towards the following performance measures:

1. Total number of member service years completed - should the member complete their hours, this should be fulfilled rather easily.
2. Number of students with improved academic engagement/behaviors
3. Number of new systems/business processes or enhancements put in place

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| AmeriCorps Member Name | |
| AmeriCorps Member Position Title | Learning Support Specialist |
| Program | NISN AmeriCorps Program - NISN Indigenous Educators Corps |
| Site Location | Kha’p’o Community School – Santa Clara Pueblo |
| Purpose & Impact | <p>General: AmeriCorps members/Learning Support Specialists will create and deliver enriched educational experiences that build on community-defined needs and strengths for Native American students in New Mexico. At the end of the first program year, AmeriCorps members will be responsible for helping improve student academic performance in literacy and math, and participating placement sites will have high-quality systems and partnerships in place to continue to deliver academically excellent and culturally relevant education. This program addresses the Corporation for National and Community Service focus area of Education, including its priority on STEM.</p> <p>The Learning Support Specialist at Kha’p’o Community School will provide support to classroom teachers during the school day. This will include planning and preparation for lessons, managing small groups, and providing support as a substitute teacher when necessary. In addition, the Learning Support Specialists will provide support to enrichment teachers (art, music etc.) and instructional and management support to the school’s afterschool program. When needed, the specialists will support the Assistant Principal in Cultural Integration and Community Engagement planning and preparing for community events.</p> |

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| <p>Description of Duties - Essential Functions</p> | <ul style="list-style-type: none"> ● Works with individual students and small groups in the classroom to reinforce material introduced by the teacher ● Ensures students are on-task and supervised at all times ● Collects, prepares and arranges classroom materials ● Assists teacher in providing direct instruction to students and leading hands-on learning experiences ● Maintains supplies and classroom equipment as needed ● Monitors and builds relationships with students during activities in classrooms, school grounds, hallways, lunchrooms, playground, field trips, bus loading areas, etc. and supports non-instructional classroom routines such as monitoring snacks, restrooms, etc ● Escorts students to other locations on campus and off campus with the approval of classroom teacher ● Interacts effectively with students, staff, parents and the overall school community ● Supports enrichment teachers in the classroom (art, music, technology) ● Manages programming and supervises students during after-school programming ● Supports Assistant Principal with the Cultural Integration and Community Engagement in planning events to educate, engage, and empower parents and community members ● Acts as substitute teacher when necessary ● Articulates and facilitates the implementation of the mission and core values of the Kha’p’o Community School ● Safeguards confidentiality of privileged information ● Shares the responsibility for the supervision and care of inventory, proper and safe use of facilities, equipment and supplies, and reports safety hazards promptly ● Maintains professional competence through individual and staff training, in-service educational activities and self-selected professional growth activities |
| <p>Qualifications (Skills, Knowledge, Abilities, Academic, Experience, Working Relationships)</p> | <p>AmeriCorps Member are individuals who meet the following eligibility requirements:</p> <ul style="list-style-type: none"> ● Who has been selected by a recipient or sub-recipient to serve in an approved national service position; ● Who is a U.S. citizen, U.S. national, or lawful permanent resident alien of the United States; ● Who is at least 17 years of age at the commencement of service unless the member is out of school and enrolled in a full-time, year-round youth corps or full-time summer |

program as defined in the NCSA (42 U.S.C. § 12572 (a)(3)(B)(x)), in which case he or she must be between the ages of 16 and 25, inclusive, and

- Who has received a high school diploma or its equivalent, agrees to obtain a high school diploma or its equivalent (unless this requirement is waived based on an individual education assessment conducted by the program) and the individual did not drop out of an elementary or secondary school to enroll in the program, or is enrolled in an institution of higher education on an ability to benefit basis and is considered eligible for funds under 20 U.S.C. § 1091 (See Section IX. B.).

NISN Specific Qualifications

- Meet all NISN AmeriCorps Program Member requirements including completing a Criminal History Check
- Demonstrate an authentic commitment to the school site location and mission and greater community and member scope of work
- Be willing to travel to Albuquerque, New Mexico and other locations for mandatory trainings

Kha'p'o Community School Specific Qualifications

- Practices, implements and trusts in the process of change in alignment with the mission, vision and values of KCS
- Excellent written and verbal communication skills
- An eagerness to set ambitious and tangible goals and a drive to achieve them
- Commitment to providing experiential, project based learning opportunities for students
- Believes all students have the ability to learn
- Highly organized and able to prioritize multiple competing tasks
- Commitment to a holistic approach to education
- Committed to collaborate with staff, community, and families
- A desire to learn and grow individually and open to feedback from instructional leaders and colleagues
- Committed to participate in community events
- Comfort using new technology in the classroom

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| | <ul style="list-style-type: none"> ● Proficiency in Microsoft suite products (Word, Excel, PowerPoint) |
| Term of Service | <p>1 Full-Time member position - must complete a minimum of 1,700 hours of service.</p> <p>7 Half-Time member positions - must complete a minimum of 900 hours of service</p> |
| Time Requirements | <p>Full Time – 9:00 AM -5:00 PM M-F</p> <p>Part Time: 12:00 PM – 5:00 PM M-F</p> <p>Some weekends/evenings for events.</p> |
| Orientation & Training | <p>Members will engage in multiple mandatory and ongoing training sessions, starting with an orientation scheduled for late September 2016, followed by monthly trainings at site schools and/or in Albuquerque, NM at the NISN office.</p> |
| Benefits | <p>Types of Benefits Available:</p> <ul style="list-style-type: none"> ● Education Award upon successful completion of service ● Living Allowance: FT: \$12,530 ● Living Allowance: PT: \$6,265 ● Opportunity to make a positive difference on behalf of the Pueblo community; ● Opportunity to grow professionally through trainings, mentoring and experiences with the KCS staff, NISN staff, and fellow AmeriCorps member cohort. |
| Evaluation & Reporting | <p>AmeriCorps members will undergo evaluation from their school site location, NISN, and AmeriCorps*State Program (NMCCV).</p> |
| Supervisor Name & Contact Information | <p>Steve Marsh smarsh@khapoeducation.org</p> <p>Michael Dabrieo mdabrieo@khapoeducation.org</p> |