Kha’p’o Community School **Intervention and Testing Coordinator**

Location:​ Santa Clara Pueblo, Espanola NM

Position Start Date:​ As Soon As Possible

Point of Contact:​ HR Dept at [bmedina@khapoeducation.org](mailto:bmedina@khapoeducation.org)

To Apply: www.khapoeducation.org/jobs

# SCHOOL DESCRIPTION

Kha’p’o Community School (KCS) is a Tribally Controlled Grant school serving Santa Clara Pueblo (SCP). KCS serves approximately 150 families, prenatal through sixth grade, and adult learners. KCS is a school grounded in providing students rigorous, high-quality educational opportunities that are culturally centered on Tewa language proficiency and interactive, hands-on learning activities. KCS staff support students in their physical and emotional growth as well, valuing student identity and promoting and modeling high self-esteem and confidence.

Our Vision:

The graduates of Kha’p’o Community School are strong, caring and respectful stewards of our Tewa language and culture. They are empowered to bridge the Kha’p’o and non-Native worlds. They are on the right path to succeed in school and work to fulfill their responsibilities as future leaders and members of our community.

Our Mission:

It is the Mission of the Kha’p’o Community School to nurture our children in a Kha’p’o-minded, community-engaged, academically-challenging and enjoyable educational environment that enables them to speak our Tewa language and sustain our culture, supports their physical and emotional well-being, and inspires their love of learning.

For more information visit www.khapoeducation.org.

# POSITION SUMMARY

The Intervention and Testing Coordinator (ITC) at Kha’p’o Community School organizes all student assessments, including: WAPT, WIDA, MAP, CPAA, PARCC, I-Station, Accelerated Reader, and others. This includes uploading student information into various databases, identifying IEP supports, and providing training and technical support during testing to students and staff. The Intervention and Testing Coordinator creates and manages the testing schedule and communicates clearly with the school’s stakeholders, including staff and parents, regarding upcoming assessments.

The ITC coordinates early-intervention services. He/she supports teachers in identifying strategies to use within the classroom, including administering alternative assessments to determine student needs. The ITC works alongside teaching staff to identify intervention programs for students in need, including those requiring Tier 1 and Tier 2 interventions, and supports teaching staff through small group support or intervention identification. The ITC will maintain a process for identifying students who may require additional support and communicate concerns with school administration and teachers.

The Intervention and Testing Coordinator also substitutes for the Special Education Teacher and/or Special Education Technician as needed to provided inclusion and pull out services, as well as general education classrooms as needed.

# Duties and Responsibilities

* Coordinate early intervention services with teachers, Special Education Director, and Executive Director.
* Work with students in small groups when necessary to provide intervention services.
* Support teachers in identifying interventions for individual students.
* Maintain an early intervention process for identification and updating students, staff, and parents in regards to student progress.
* Coordinate all appropriate testing windows, including NWEA’s MAP Assessment, PARCC, and others.
* Provide technical support and training on various testing platforms.
* Substitute when necessary.
* Maintain Coordinated Early Intervention Services data in NASIS.
* Other duties as assigned.

**QUALIFICATIONS**

**Education/Licensure**

* NM Teaching License required
* Bachelor’s Degree in education or related field required

# Skill/Mindsets

* 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
* Proficiency in Microsoft suite products (Word, Excel, PowerPoint)
* Ability to troubleshoot and navigate various databases required

# Experience

* 3-5 years teaching experience preferred
* Experience organizing and administering student assessments required
* Experience identifying and implementing student interventions required

***TO APPLY:***

*Complete the application:* [*www.khapoeducation.org/jobs*](http://www.khapoeducation.org/jobs) *and submit with required documents.*

*A resume/CV, cover letter, and a Philosophy of Teaching and Learning statement should be emailed to the Executive Director, Liz Bahe, (*[*ebahe@khapoeducation.org*](mailto:ebahe@khapoeducation.org)*) with the application.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*FEDERAL BACKGROUND CHECK: Background checks will be conducted on final candidates, an adjudicated background check is required for employment with KCS.*

*COMPENSATION:*​​Salary and benefits are competitive and dependent upon prior experience.

*INDIAN PREFERENCE POLICY*​: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Indian preference eligible that are not currently employed in the Federal Service will be appointed under the Excepted Service Appointment Authority (Schedule A). Consideration will be given to Non-Indian applicants (status or reinstateable) in the absence of qualified Indian Preference eligible.

*EQUAL OPPORTUNITY EMPLOYER*​: Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.

*REASONABLE ACCOMMODATION LANGUAGE*​: This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.