



KHA'P'O COMMUNITY SCHOOL

FACE Parent Educator - Kha'p'o Community School

Location: Santa Clara Pueblo, Espanola NM

Position Start Date: August 17, 2020

Point of Contact: Director of Human Resources

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 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 Parent Educators for FACE Home-Based at Kha'p'o Community School are positive believers in the power of excellent and culturally relevant educational opportunities for Tewa children. They agree that a holistic approach to education provides students with the necessary support to succeed in an ever changing and complex world. The Parent Educator at KCS prepare and execute high quality lesson plans that meet the needs of their students - culturally, academically, mentally and physically. The Parent Educator conducts personal visits with families of prenatal to 5-year old children on a weekly or bi-weekly basis to provide research-based information on how children grow and develop and how parents can foster learning and nurture development. Parent Educators are also responsible for inputting data from home visits in Penelope on a daily basis. Parent Educators are driven by the mission of KCS, values of the community and school, and are committed to the students, parents and community. Parent Educators are highly encouraged to establish healthy relationships with their student's families, community members, colleagues, and all other stakeholders. Embody and execute the Core Values: Respect, Compassion, Responsibility, Perseverance, Community, and Generosity on a daily basis in all interactions. Parent Educators report to the Director of Tewa Integration and Early Childhood Education.

Duties and Responsibilities

1. Prepare, implement and adjust daily lessons for students, while including the Tewa language within these lessons for the purpose of increasing students' language proficiency. Incorporate the Tewa Curriculum and Language in the classroom will be expected throughout the school year.
2. Communicate with parents about their child's progress on a consistent basis, including maintaining a communication log and conducting Parent/Parent Educator/Child conferences.
3. Participate in school events to promote a sense of community.
4. Collaborate with Tewa Team and Instructional Staff to gain knowledge on implementation of Tewa Curriculum and Project Based Learning.



5. Provide a safe and effective learning environment that is centered around meeting each student's various learning style.
6. Provide non-traditional instructional methodologies as well as experiential, project based, and culturally responsive opportunities that connect students to SCP community and tribal programs.
7. Analyze, utilize and identify trends using student data provided by formal and informal assessments on a consistent basis to direct home visits.
8. Provide support for families that are not demonstrating adequate progress towards program objectives such as attendance, etc.
9. Incorporate Santa Clara Pueblo community members into your home visits or FACE Family Circles for learning opportunities that connect to the Tewa curriculum.
10. Model and execute positive behavior as an enthusiastic member of the KCS Learning Community focused on improving teaching techniques, promoting students' Tewa identity and implementing a supportive system which embodies cultural values, and adapting to new techniques as required such as distance learning/online learning, virtual learning/teaching, etc.
11. Participate in Professional Development and stay up-to-date with current teaching methods, strategies and best practices and pedagogy and implement strategically to support student success.
12. Input and maintain accurate student records in NASIS that include daily attendance, home visits in Penelope, and other records identified by KCS and FACE Program..
13. Facilitate community and family engagement FACE Family Circles and any other events/meetings with KCS school staff and SCP tribal programs that may occur outside normal work hours.
14. Meet with families at school, in their homes; on a weekly or bi-weekly basis to establish connection with students and their families and community.

QUALIFICATIONS

Education/Licensure

- Associate's Degree or equivalent experience required (Early Childhood preferred)
- Bachelor's Degree in Early Childhood Education (preferred)
- Valid New Mexico Elementary teaching license
- 2 years teaching experience
- Valid New Mexico driver's license
- Must pass background check
- Strong computer and technology skills

Skill/Mindset

1. Implement the school's mission, vision and values that supports students academically, physically, emotionally and culturally.
2. A desire to learn and grow individually and open to feedback from the Director of Tewa Integration and Early Childhood Education, FACE Coordinator, and colleagues.
3. An eagerness to set ambitious and tangible goals and a drive to achieve them.
4. Be an open minded, flexible, understanding and respectful team member.
5. Develop knowledge of Santa Clara Pueblo, willing to learn and accept cultural norms of the community, and maintain respect for the cultural protocols of the SCP community.
6. Highly organized and able to prioritize and complete multiple tasks.
7. Commitment to a holistic approach to education.
8. Committed to collaborate with staff, community, and families.
9. A natural desire to go above and beyond, willing to take initiative on projects and programs as part of a team.
10. Capable of and comfortable with utilizing new technology in the home visits.
11. Believes all students have the ability to learn and provide multiple opportunities for students to achieve goals.
12. Honoring different student learning abilities and recognizing various multiple intelligences as modes of applying skills to demonstrate skills mastered including artwork, music, dance.



Preferred Experience

- 3+ years teaching experience preferred
- Demonstrated experience working within Native communities in education areas that promote student centered approaches
- Demonstrated commitment to ensuring students' cultural identities and holistic wellness are centered in their educational experiences

Required Experience

- Minimum requirement of Associate's Degree in Early Childhood Education or related field
- Experience working with diverse communities and students with diverse learning abilities
- Ability to use Google Suite products (Drive, Docs, Classroom and Meets, etc.)
- Proficiency in Microsoft Suite products (Word, Excel, PowerPoint).
- Excellent written and verbal communication skills.

TO APPLY:

Complete the application: 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) 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 reinstatable) 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.



**Applicant Screening Questionnaire
Indian Children Protection Requirements**

Name: _____ Social Security Number: _____
(Please print)

Job Title: FACE Parent Educator Announcement No: D31N04-2016-01

Notification Requirements

Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), requires that employment applications for Federal child care positions have applicants sign a receipt of notice that a criminal record check will be conducted as a condition of employment. Further, it is required to ask the following:

Have you ever been arrested for or charged with a crime involving a child?

- Yes [If “yes,” provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]
- No

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630 (codified in 25 United States Code § 3207), requires a criminal history records check as a condition of employment for positions in the Department of Interior that involve regular contact with or control over Indian children. Further, it is required to ask the following:

Have you ever been arrested, found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious offense, or any of two or more misdemeanor offenses under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children?

- Yes [If “yes,” provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]
- No

I certify that my response to the above questions is made under Federal penalty of perjury, which is punishable by fine or imprisonment, and that I have received notice that a criminal history records check will be conducted and is a condition of employment. I understand my right to obtain a copy of any criminal history report made available to the Office of Indian Education Programs and my rights to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature

Date