



## **KHA'P'O COMMUNITY SCHOOL**

Assistant Tewa Teacher - Kha'p'o Community School

Location: Santa Clara Pueblo, Espanola NM

Position Start Date: August 16, 2021

Point of Contact: Danielle Martinez, Director of Tewa Integration and Early Childhood Education, [dmartinez@khapoeducation.org](mailto:dmartinez@khapoeducation.org)

To Apply: [www.khapoeducation.org/jobs](http://www.khapoeducation.org/jobs)

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### **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](http://www.khapoeducation.org).

### **POSITION SUMMARY**

The Assistant Tewa Teacher 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 Assistant Tewa teachers at KCS prepare and execute high quality lesson plans that meet the needs of their students - culturally, academically, mentally and physically. The Assistant Tewa Language Teacher is primarily responsible for supporting the Tewa Language Teachers and Director of Tewa Integration and Early Childhood Education in providing excellent Tewa language instruction at KCS. The Assistant Tewa Teacher works in the classroom with students, supporting them in an immersive environment that is conversationally and proficiency based. In addition, the Assistant Tewa Teacher prepares materials, bulletin boards, presentations etc. The Assistant Tewa Teacher does not need to be fluent in Tewa, but must be committed to learning the language through school programming. Assistant Tewa Teachers are driven by the mission of KCS, values of the community and school, and are committed to the students, parents and community. Assistant Tewa Teachers 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. Tewa teachers 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. Project Based Learning (PBL) showcases that align and 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 participating in Parent/Teacher/Student conferences.
3. Participate in school events to promote a sense of community.
4. Collaborate with 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 and differentiate instruction.
8. Implement the Response to Intervention process to provide support for students not demonstrating adequate progress toward performing on level for their grade deemed necessary for concerns with attendance, behavior and/or academics.
9. Incorporate Santa Clara Pueblo community members into your classroom environment 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 classroom management system which embodies cultural values, and adapting to new teaching 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 attendance record books that include daily attendance and other records identified by KCS.
13. Co-facilitate community and family engagement events/meetings with KCS school staff and SCP tribal programs that may occur outside normal work hours.
14. Develop professional relationships with other agencies and programs
15. Meet with students and families at school, in their homes; on a monthly basis to establish connection with students and their families and community.
16. All other duties as assigned.

## **QUALIFICATIONS**

### **Education/Licensure**

- Fluent in the Tewa Language preferred
- Knowledge of Santa Clara culture and community
- Must pass background check
- Must be willing to work extended days, evenings and weekends as needed
- Associate's degree in education or related field preferred
- Valid NM driver's license

### **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 instructional leaders 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 classroom.
11. Believes all students have the ability to learn and provide multiple opportunities for students to achieve through daily differentiated instructional opportunities.



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**

- 2+ years experience working with Pueblo communities, families, and students to provide a holistic education experience preferred
- Experience teaching Tewa preferred
- 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.

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**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.

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*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.