



Director of Instruction - Kha'p'o Community School

Location: Santa Clara Pueblo, Espanola, NM

Closing date: Open till filled

Point of Contact: Director of Human Resources

To Apply: www.khapoeducation.org/jobs and submit all application materials; Letter of Interest, Resume and application responses to Bertha Medina, Director of Human Resources at bmedina@khapoeducation.org.

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 Director of Instruction promotes the educational development of Kha'p'o Community School (KCS) children through 6th grade using the KCS Core Values to achieve the school's mission and vision. This position has a major role in ensuring KCS is dual language Tewa and English by 2023. Collaboration with other leadership team members, curriculum development, instructional alignment to ensure student learning, and staff development are vital components of this job.

Instructional Leadership Responsibilities – at least 50% of DI's time will be focused here

- Provides instructional leadership among teachers and other staff to address curriculum development and instruction in the classroom and other learning environments
- Conducts objective classroom observations and provides actionable feedback to teachers
- Provides mentorship, coaching, and other support to ensure professional growth of teachers results in increased student achievement
- Evaluates the performance of instructional staff, ensures observation and evaluation of teaching staff is objective and in accordance with KCS and licensure requirements
- Provides leadership in the ongoing development, improvement, and evaluation of curriculum, instruction, and student performance data, including but not limited to:
 - initiatives to grow KCS into a dual-language school (Tewa and English);
 - project-based learning pedagogy
- Tracks and communicates student academic performance to the Executive Director (ED)



- Supports the overall academic improvement process through the analysis of student data
- Supports the implementation of Response to Intervention and monitors its continued implementation
- Administers policies dealing with student discipline, conduct and attendance

Other Duties and Responsibilities

- Interacts effectively with students, staff, parents, and the overall school community
- Contributes to the development of a strong, collaborative staff culture.
- Contributes to the creation of the school budget and ensures the school follows all fiscal policies and procedures
- Collaborates with leadership team and ED to develop and implement school wide plan to achieve KCS goals, mission and vision, including specific assessment and evaluation components
- Responsible for ensuring goals of various grants are met, including ISEP, Title I, Title II and others
- Other duties as assigned

Professional Development/Personal Growth Expectations

- Keeps current with educational literature, ideas and practices
- Cooperates with Executive Director to undergo a performance evaluation, develop and meet the goals of an individualized professional development plan
- Attends professional development activities designed to enhance and/or strengthen knowledge and skills that promote student learning and the operation of the school

QUALIFICATIONS

Education/Licensure

- M.A. required
- NM Administrator's License required

Skill/Mindsets

- Committed to KCS mission and vision and establishing a school that reflects the values and needs of the community
- A belief that all students can learn
- A commitment to indigenous education and language revitalization
- A value and belief in the power of holistic, culturally relevant education
- Highly organized and able to prioritize multiple competing tasks
- Strong interpersonal skills
- Ability to facilitate positive and productive collaborations and maintain a high performing faculty
- Comfortable working in a start-up environment that is fast paced
- Proficiency with Microsoft Suites software (Microsoft Word, Excel, Powerpoint etc.)



Experience

- 3-5 years experience in elementary education
- 3-5 years administrative experience
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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.

Must have valid driver's license and pass a background check.