



Director of Tewa Integration and Partnerships - Kha'p'o Community School

Location: Santa Clara Pueblo, Espanola, NM

Supervisor: Executive Director

Closing date: Open till filled

Point of Contact: Executive Director, ebahe@khapoeducation.org, 505-753-4406

To Apply: <http://www.khapoeducation.org/employment.html>

Position Summary:

The Director of Tewa Integration and Partnerships inspires Tewa language teaching and learning at KCS and ensures Santa Clara Pueblo culture and language form the foundation of education at Kha'p'o Community School, are integrated throughout all aspects of the school, and are based in high-quality educational practices. The position serves an integral role in leading the school's planning and implementation efforts to transition into a 50/50 dual Tewa/English language school. As a member of the Executive Director's Administrative Team, Instructional Leadership Team, and School Leadership Team, the Director of Tewa Integration and Partnerships works collaboratively to realize the school's vision by implementing the mission. The Director is supervised by the Executive Director.

Duties and Responsibilities

Program and Staff Support for Tewa Integration

1. Develops, supports, coordinates and implements a Tewa Language Program Plan including strategies to ensure Tewa language is taught, spoken, written, read and supported throughout KCS in a seamless and consistent manner with sensitivity, acceptance and encouragement in collaboration with the Curriculum Committee, Executive Director, Director of Instruction and Board.
2. Leads the strategic planning and on-going development and achievement of the KCS dual language status.
3. Manages and directs Tewa instruction and services at the school, including supporting, supervising, mentoring, leading, and evaluating the Tewa program staff.
4. Gathers, develops and implements culturally-responsive, Tewa-focused curricular materials with input from Tewa language mentors/experts and using the KCS Language and Culture Curriculum as a guide.
5. Provides mentorship and coaching to teachers and staff to implement Tewa-focused curricula that support culturally responsive teaching and project-based learning approaches to ensure continuous professional growth to achieve 50/50 dual language status.
6. Advises and collaborates with the Executive Director and Administrative Team in developing and maintaining an effective and successful educational environment.

7. Demonstrates an ongoing commitment to building skills in teaching, learning, speaking, reading and writing Tewa, such as participating in mentor-learner programs.

Collaboration and Community Partnerships

1. Guides KCS in collaborating with tribal programs and entities in a coordinated, community-wide effort to support Tewa teaching and learning, including engaging and supporting parents and families and helping develop a pipeline of Tewa-speaking instructional staff.
2. Develops, coordinates and implements Tewa language mentor/expert-led activities and workshops inside and outside KCS that support students in learning, speaking, reading and writing Tewa, in collaboration with school, tribe and community partners. In collaboration with the tribe, identifies and facilitates a committee of Tewa language mentors/experts for guidance to KCS staff on topics including instructional content and assessment, appropriate ways to recognize success, and handling challenging situations.
3. Schedules and supports ongoing Tewa language instruction by multi-generational Tewa language mentors/experts that elevates Santa Clara knowledge and ways of learning, including developing creative, interactive daily lesson plans.

Administrative

1. Develops and manages the budgets and reports for BIE title grants and other grants that support Tewa in collaboration with the Director of Finance.
2. Creates and implements an internal calendar to document implementation of daily Tewa activities as well as a culturally-appropriate process for Tewa language assessment results to be collected and used to understand students' progress toward Tewa proficiency.
3. Collaborates with the Executive Director and the Director of Instruction to recruit and retain Tewa-speaking staff throughout the school and support all staff in speaking Tewa consistent with the KCS Tewa Language Policy.
4. Supports communication about Tewa language at KCS, including with the Family Advisory Committee and Tewa language experts/mentors and through the school website, Bright Arrow, Google, etc.
5. Participates in other professional development, including attendance at trainings, keeping current with education, language revitalization, use of Santa Clara Tewa orthography (ie, writing Tewa) and program planning for dual language schools.
6. Develops and maintains formal legal agreements (MOAs, MOUs) with partner organizations, programs, and funders that meet KCS requirements, federal, state, and tribal requirements, and ensures data sovereignty is adhered to through these agreements in collaboration with the Executive Director and Legal Counsel.
7. Other duties and responsibilities as assigned by the Executive Director.

Experience and Qualifications:

Education:

- Well-rounded in Santa Clara Tewa language.
- An expanded and well-rounded background in Santa Clara Pueblo ways of teaching and learning that supports KCS dual language.

- College credit in education is desirable, but not required.

Qualifications:

- Must be Native American; Santa Clara Pueblo preference.
- Must be willing to work extended days, evenings and weekends as needed.
- Must pass a federally adjudicated background check.

Experience/Skills/Mindset:

- Strong involvement in Santa Clara Pueblo community, culture, and activities
- Proficient in Santa Clara Tewa language preferred
- Experience in program development and management, with a proven record of strategic and operational planning.
- Strong interpersonal communication skills with the ability to build strong teams and effectively lead and positively influence others
- Highly organized and able to prioritize multiple competing tasks
- Committed and able to collaborate with a wide variety of school stakeholders, including Staff, Tribal Council, School Board, community members, parents and students
- Serves as a positive and enthusiastic member of a learning team focused on improving instruction and learning as well as other school committees
- Believes all students have the ability to learn
- Committed to a holistic approach to education
- Desire to learn and grow individually and open to feedback from instructional leaders and colleagues
- Proficient using and/or comfortable learning to use new technology in the classroom
- Familiarity with Microsoft suite products (Word, Excel, PowerPoint, Publisher) and Google suite or similar platform is highly desirable

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.