

Education Assistant - Kha'p'o Community School

Location: Santa Clara Pueblo, Espanola NM

Position Start Date: ASAP

Point of Contact: Director of Human Resources

Apply online at 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 Education Assistant is responsible for supporting KCS students and staff throughout the school day. Though the position works primarily with primary to middle elementary grades, the Education Assistant may also sub for different classes and conducts lunch duty daily. The Education Assistant at KCS is excited to work in a rapidly changing environment and to support teachers in lesson plan preparation and execution. This position works in large and small groups and feel comfortable receiving direction from the classroom teacher. The ideal candidate enjoys working with students, is a positive team member, and is interested in continuing their education. This person is patient with students. This is an hourly, 190-day position.

Duties and Responsibilities

- Exhibit a positive professional attitude with supervisors, co-workers, students, and community.
- Maintain confidentiality of all student and employee related information.
- Meet with teachers on a regular basis to share information and discuss student progress.
- Review and reinforce learning previously introduced by the teacher(s).
- Assist in the preparation of classroom materials and class management functions.
- Introduce new learning, pre-planned in collaboration with classroom teachers.
- Exhibit positive language and behavior skills as a model for children and families.
- Conduct one-on-one or small groups with indirect professional supervision.
- Implement positive behavior management plans as necessary.
- Complete and maintain data collection of students, such as behavior monitoring.
- Supervise small groups of students in community-based programs.

- Substitute for various classrooms as needed.
 - Participate in school functions.
 - All other duties as assigned.
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QUALIFICATIONS

Education/Licensure

- Associate's Degree in Elementary Education or related field required
- NM Education Assistant Licensure preferred

Skill/Mindsets

- Excellent verbal and written communication skills
- Believes all students have the ability to learn
- Committed to collaborate with staff, community, and families
- Ability to work collaboratively as part of a team
- Highly organized and able to manage multiple competing priorities
- Comfort using new technology in the classroom
- An eagerness to set ambitious and tangible goals and a drive to achieve them
- A desire to learn and grow individually and open to feedback from instructional leaders

Experience

- 3 years in education or a related field preferred
 - Experience using Google Drive and Microsoft suite products preferred
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TO APPLY:

Complete the online application here: www.khapoeducation.org/jobs

A resume and any additional documents should be emailed to the Director of Human Resources, Bertha Medina at bmedina@khapoeducation.org upon submitting the online application.

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.