



Kha'p'o Community School

Special Education Technician

Location: Santa Clara Pueblo, Espanola NM

Position Start Date: As Soon As Possible

Point of Contact: Director of Human Resources – bmedina@khapoeducation.org

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 Special Education Technician is responsible for the supervision of children with special needs as assigned to him/her by the Special Education Coordinator/Teacher. This person will work under the supervision of the Special Education Coordinator/Teacher and perform duties outlined by the coordinator/teacher and students' Individualized Education Program. The Special Education Technician reports to the Special Education Coordinator.

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 program supervisor 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 the Special Education Coordinator.
 - Exhibit positive language and behavior skills as a model for children and families.
 - Provide input to completion and maintenance of individual observational child assessment.
 - 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.
 - Participate in necessary team meetings for students with disabilities.
 - Complete student assessments as directed by the Special Education Coordinator.
 - Supervise small groups of students in community-based programs
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QUALIFICATIONS

Education/Licensure

- Level 1- Completed at least 48 semester hours of study at an institution of higher education; OR Met a rigorous standard of quality, demonstrated through a formal State or local academic assessment test, plus 1 year of experience. Assessment test should demonstrate knowledge of, and the ability to assist in instructing reading, writing and mathematics; (or, if appropriate, reading readiness, writing readiness, or mathematics readiness).
- Level 2 – Obtained an Associate (or higher) Degree or completed 60 hours of study from an institution of higher education, plus 1 year of experience.

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 working with students who require Special Education services preferred

TO APPLY: Complete KCS's Job Application on the school's website at www.khapoeducation.org and email a Resume along with required Licensures to Human Resources at bmedina@khapoeducation.org.

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.