



Substitute Teacher - Multiple Positions

Kha'p'o Community School

Location: Santa Clara Pueblo, Espanola NM

To Apply: Please submit a fully completed application located on our website and the additional material requested with the application.

Website: <https://www.khapoeducation.org/employment.html>

Point of Contact: Director of Human Resources (bmedina@khapoeducation.org/505-753-4406)

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 Substitute Teacher is responsible for the support, direct supervision, and teaching of KCS students throughout the school day in an onsite, remote, or hybrid learning environment. The Substitute Teacher will serve as a substitute for the regular classroom teacher in their absence while following and executing the daily lesson plan. This position works in large and small groups and feel comfortable receiving direction from the classroom teacher. The ideal candidate enjoys teaching students, is a positive team member, and committed to ensuring the safety and wellness of all KCS students. This person is patient with students. This is a part-time and on-call

Duties and Responsibilities

- Implement and teach lesson plans and instructions of classroom teacher
- Monitor students (onsite, remote, or hybrid learning environment) to assure they are following the education process.
- Maintain effective communication with students and families.
- Maintain effective classroom management.
- Implement successful classroom strategies for teaching lesson plans.

- Maintain confidentiality of all student related information, as outlined in the Family Education Rights and Privacy Act (FERPA), school policies, and student handbook procedures.
 - Exhibit a positive professional attitude with KCS supervisor, co-workers, students, and community.
 - Exhibit positive language and behavior skills as a model for children and families.
 - Implement positive behavior management plans as necessary.
 - Complete and maintain data collection of students, such as behavior monitoring.
 - Substitute for various classrooms as needed.
 - Participate in school functions.
 - All other duties as assigned.
-

QUALIFICATIONS

Education/Licensure

- High school diploma or equivalent required.
- Associate's Degree in Elementary Education or related field preferred
- NM substitute license or teaching license strongly 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 the KCS school community
- Highly organized and able to manage multiple competing priorities
- Comfortable 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

- 1 year in education or a related field preferred
- Experience using Google Suite and Microsoft Office Suite, similar application knowledge can be considered

COVID-10 Requirements: *KCS requires staff to be vaccinated for employment status in all part-time and full-time positions. Masks are required to be worn onsite at the school. All safety protocols are outlined in our handbook for staff and students.*

TO APPLY:

Complete the application located at: www.khapoeducation.org/employment

A resume and any additional required documents should be emailed to the Director of Human resources (bmedina@khapoeducation.org) upon submitting the 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.