



**PUEBLO OF ACOMA**

**HUMAN RESOURCES DEPARTMENT**

P.O. Box 348, Pueblo of Acoma, New Mexico 87034

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**VACANCY ANNOUNCEMENT**

**JOB TITLE: Disabilities Assistant (Part-Time/Regular)**

**RATE OF PAY: \$DOE**

**LOCATION: Acoma Head Start**

**CLOSING DATE: March 20, 2015**



The Pueblo of Acoma is seeking applicants to assist the teacher and teacher assistant in providing one-to-one instructional assistance to the children during individualized and group activities.

**SUPERVISION:** Work is performed under the general supervision of the Education Coordinator.

**MAJOR DUTIES/FUNCTIONS/RESPONSIBILITIES:** Collaborates with teachers in implementing lesson plans in a manner that will develop each child's physical, emotional, intellectual and social behavior and in accordance with IEPs and IFSPs; assists with planned activities to stimulate growth in language, social and motor skills. Provides instruction to students as prescribed by the supervising teacher and reinforces skills introduced by the teacher by means of dramatic play, storytelling, field trips and group discussion to stimulate students' interest in and broaden understanding of their physical and social environment. Encourages children to communicate in Keres and English languages; encourages children to take pride in their cultural heritage. Assists in analyzing and appraising children's progress and maintaining accurate written records, including assessments, IEP, ISFP and ILP documentation, screening instrumentation, anecdotal observation and other forms in a child's working file. At times, ride in school bus to and from school and assist the children on and off the school bus. Will have to buckle/unbuckle the children in their safety harnesses/seat belts and secure child who may in wheelchair. Implement intervention techniques in areas of speech, physical development and other developmental areas as appropriate and carry out the techniques on days the therapists are not at the program site. Must work and assist children who may need help with feeding, dressing, washing hands, brushing teeth and going to the bathroom. Assists students with activities of daily living which may include but not be limited to diapering, toileting, personal hygiene, dressing and feeding. Maintains accurate and complete records of student activities and behavior which may require the use of a computer terminal to enter student information and data; completes applicable forms, schedules and instructional reports as directed. Must participate in team meetings to review child's progress and discuss implementation of services. Must participate in IEP meetings to provide input of student's current program goals and objectives. Must ensure that children's records are secure and maintain confidentiality of records at all times. Evaluates the progress of children with special needs and makes recommendations to Education Manager, Disabilities Manager, teacher and parents on the continuity of services. Must attend home visits and parent-teacher conferences with teachers to provide information on child's IEP and classroom progress. In addition to sharing information on educational strategies to implement in the home. Submits newsletter articles as requested; completes attendance records and accident and incident reports. Reinforces rules of the school and learning environment, acknowledges and encourages appropriate behavior and distinguishes inappropriate behavior for the students' understanding. Contributes to a team effort and accomplishes related results as required.

**MINIMUM QUALIFICATIONS:** High School diploma or GED; one year experience working with children at the pre-school level preferred; or, equivalent combination of education and experience. Must actively work towards an Associates of Arts Degree in Early Childhood Development and have degree completed within three (3) years of the start of employment. Current valid New Mexico Driver's License with no DWIs in the past three years. No felony convictions or gross misdemeanors within the past ten years. Must be able to successfully pass a drug/alcohol screen, background investigation and physical examination. Must be willing to sign a confidentiality statement upon hire.

**KNOWLEDGE, ABILITIES, SKILLS and CERTIFICATIONS:** Knowledge of business English, proper spelling, grammar, punctuation and basic arithmetic. Ability to communicate effectively in English, verbally and in writing. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels. Ability to maintain confidentiality. Ability to work independently and meet strict time lines. Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people. Ability to work extended hours and various work schedules. Ability to supervise and ensure a safe learning environment for young children. Ability to respond to emergency or crisis situations. Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations. Skill in administering disciplinary rules to children and resolving situational conflicts among children. Certified in First Aid and CPR. Possession of Food Handler's Certificate.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to walk; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Must meet all current health requirements including a negative tuberculosis test. Must attain a medical physical exam on an annual basis.

**THIRD AMENDMENT:** This amendment is to amend the closing date of this vacancy announcement. Applicants who applied for the previous advertised vacancy announcement will remain in active status and need not apply to this notice.

**TO APPLY:** Applications are available in the Acoma Human Resource (HR) Office. All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.

Except for Acoma and Indian Preference, consideration will be given without regard to any non-merit factors such as race, color, religion, sex, national origin, or age. Pueblo of Acoma is a Drug Free Workplace.

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