



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 085-20

OPENING DATE: 05/26/2020

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Computer Teacher
PAY GRADE: T1, T2, T3
FLSA STATUS: Exempt
POSITION TYPE: Full Time-Contract
FUNDING SOURCE: Grant Funded
DEPARTMENT: Elementary School
REPORTS TO: Principal/EPA
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Provides computer instruction for elementary students. Plans, implements and evaluates instructional activities to improve student success in the computer lab. Serves as on-site IT Technician for the Isleta Elementary School.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Serves as the computer lab administrator and maintains proper care of all school computer equipment inclusive of inventory and maintenance.
- Assists with Grant and E-rate applications with principal and Pueblo of Isleta.
- Prepares instructional outlines and daily lesson plans covering relevant units of study and specific objectives, activities.
- Develop and present lessons, provide direction to students, follow through by observing and/or recording performance and progress.
- Teach students by utilizing computers, appropriate instructional methods and available resources that provides for academic achievement.
- Provides meaningful learning experience in subject areas and computer lab.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capability of the students involved.
- Evaluate methods and instruments for both group and individual instructional programs.

- Maintain disciplined behavior in the computer lab. Coordinates and schedules lab use.
- Works with teachers to coordinate computer lessons with classroom lessons; informs teachers of available programs.
- Evaluates the learning progress of students on a regular basis. Prescribes effective learning programs and initiates referrals to appropriate personnel when concerns arise.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Administers group standardized tests in accordance with the testing program.
- Promotes an instructional environment that provides opportunities for students to develop positive peer interaction and relationships.
- Identify academic, physical or other problems of students; works with students to improve personal accomplishments, relates problems to teachers.
- Provides a brief description of each software program used.
- Troubleshoots minor repairs on computer lab equipment.
- Assists with computer problems in classroom.
- Independently maintains discipline and control of an assigned class.
- Establishes and maintain open lines of communication with students and parents concerning students' academic, social and behavioral progress.
- Selects and requests appropriate equipment, books and instructional materials and maintains required inventory records.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Provide assistance to staff in basic computer operations and in resolving minor computer problems.
- Serves as a liaison with the BIA/BIE; POI Management Information Systems (MIS) staff; for the installation of computers, printers, phones, cables, networking and /or satellite systems at the school.
- Maintains accurate, complete and correct records as required by law, policy and administrative regulation.
- Assists the administration in implementing all policies and rules governing student life, classroom behavior and conduct.
- Cooperates with staff and support personnel in assessing and helping students with health, attitude, learning and behavioral problems.
- Enhances professional growth and development through participation in seminars, educational workshops, classes, conferences and professional associations.
- Coordinates and maintains documentation for User Ids, internet, email agreements, acceptable user agreements.
- Administers local access and logon credentials.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- NM Teaching Certificate Level I, II or III, with Technology Education endorsement.
- Three years computer lab work experience in an elementary classroom.
- Must be able to pass a TB screening.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of records management procedures.
- Knowledge of the principles, practices and methods of curriculum development.
- Knowledge of the principles, practices and methods of computer lab education curriculum.
- Knowledge of computer lab networking, internet, and distance learning blackboards.
- Knowledge of training and tutoring.
- Knowledge of business English, proper spelling, grammar, and punctuation, and basic arithmetic.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in computer lab management.
- Skill in preparing reports and correspondence.
- Skill in directing the activities of groups of children; evaluating progress, and maintaining an orderly classroom.
- Skill in writing lesson plans and using curriculum guides.
- Skill in navigating computer software.
- Ability to determine basic computer problems and to coordinate hardware and/or software solutions.
- Ability to perform basic preventive maintenance on computer hardware and software.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to work independently and meet strict time lines.
- Ability to supervise and ensure a safe learning environment for children.
- Ability to adapt curriculum to meet the needs of all children including at-risk, special needs, gifted, and culturally diverse populations.

PHYSICAL DEMANDS:

- Employee is required to sit, stand and walk.
- Talk, hear sit, stand, walk; uses hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires occasional lifting of up to 50 lbs.

WORK ENVIRONMENT:

- Work is performed in a classroom or computer lab environment.
- Frequent interaction with students.
- Noise level is usually moderate.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.