POSITION TITLE: Language Program Coordinator  
CLASSIFICATION: Full-Time, Non-Exempt, Regular/Permanent  
DEPARTMENT: Education & Language  
SUPERVISOR: Education Director  
SALARY RANGE: $18.00 - $20.00/hrly.  
OPENING DATE: August 14, 2023  

Position Summary  
Under the general direction of the Education Director, the Language Program Coordinator will work with and support the Cochiti language teachers and additional staff to create an effective language program. This person to assist in planning, organizing, developing, and implementing various language, activities and events for our community-based language program, Cochiti Summer Youth Language Program, and to support our K-12 instruction in our serviceable schools. The Language Program Coordinator will also help implement a language program for the Pueblo de Cochiti administration and the community, as part of our Language Revitalization initiatives.  

Minimum Qualifications  
• High School Diploma or GED  
• Ability to speak and understand the Keres Language  
• Basic IT and computer skills  
• Must be able to work various schedules and extended work hours  
• Must be able to successfully pass a pre-employment drug/alcohol screen and adhere to the Drug-Free workplace policy.  
• Must be able to successfully pass a background investigation which includes a motor vehicle check.  
• Must possess and maintain a valid New Mexico driver’s license and be insurable under the Pueblo’s insurance.  
• Certified in First Aid & CPR, or become certified within 60-days of employment.  
• Covid-19 vaccination required. Reasonable accommodation considered  

Preferred Qualifications  
• Associates Degree in Education an related field  

Essential Duties & Responsibilities  
• Develop and implement Community Based Education models and curriculum within the Bernalillo Public Schools and Santa Fe Indian School, in collaboration with the Cochiti Keres Language Teachers.  
• Assist in developing lessons tied to cultural and traditional beliefs through various topics such as, but not limited to, vegetation, wildlife, seasons, history, etc.  
• Ensure that the curriculum is relevant and appropriate for learners.  
• Work collaboratively with various tribal programs and departments to support and enhance learning opportunities for participants.
• Plan and implement appropriate field-trips that support and align to curriculum content.
• Network with other Keres speaking communities, to acquire and develop appropriate and effective methods and strategies for instruction.
• Create after-school and summer language programming for youth.
• Develop learning materials for instruction.
• May act as a substitute teacher in the schools.
• Will develop and maintain record of participation, evaluation and assessments.
• Research, plan and attend development opportunities for the staff.
• Research, evaluate and recommend instructional materials, supplies, equipment, and visual aids designed to meet the educational needs of the students.
• Organize community outreach to gather feedback, conduct surveys to enhance the program and their outcomes.
• Seek professional development and support in areas of lesson planning and curriculum development with other Keres speaking tribes and agencies that support indigenous languages, to identify cultural similarities, program visits, class and site visits to acquire additional methods and pedagogies for language learning.
• Ensures the facility is safe and well maintained. Reporting and requesting assistance for any inefficiencies or damage.
• Implement facility and equipment inspection on a regular basis to ensure safety and sanitization standards are met.
• Maintains daily health and safety routines to ensure compliance of established policies and procedures.
• Develops and implements parent partnerships which include workshops, family enrichment services, parent engagement activities, newsletters and may include other support activities.
• Participated in short-term and long-term programming.
• Required to drive and may be required to transport students/clients.
• Performs other duties as required.

Knowledge, Abilities, Skills, and Certifications

• Knowledge of a traditional form of government including Pueblo customs and traditions.
• Knowledge of the unique governmental structure and organization within Pueblo de Cochiti.
• Knowledge of records management procedures and basic accounting procedures.
• Knowledge of one-on-one and/or group facilitation of meetings, tutoring, trainings, etc.
• Knowledge of Academic English, inclusive of proper grammar, punctuation, and vocabulary.
• Knowledge of records management.
• Ability to represent Pueblo de Cochiti professionally at all times.
• Ability to understand organizational structure, functions, policies and procedures including the chain-of-command for program effectiveness.
• Ability to demonstrate moral character, honesty, tact, and fairness.
• Ability to maintain a high level of confidentiality (Privacy Laws, FERPA, and other rules/regulations)
• Ability to work independently and/or part of a team, problem-solve, and make appropriate decisions.
• Ability to define problems, collect data, establish facts and draw valid conclusions.
• Ability to multi-task and meet deadlines.
• Ability to understand and use effective oral and written communication, including but not limited to public speaking.
• Ability to interact and maintain a positive working relationship with stakeholders, services providers, and other individuals of various social and cultural backgrounds in and outside of this community.
• Ability to maintain professional conduct when working with parents/guardians and community members.
• Ability to treat each child, parent/guardian, employee, staff, supervisory, leadership with dignity and respect.
• Ability to obtain a Food Handlers Certification.
• Ability to work in the outdoor in extreme weather conditions when necessary.
• Skills in operating Microsoft Office and other database systems.
• Willingness and capacity to learn new skills.
Physical Demands
The physical demands described are those that must be met by the employee to successfully perform the essential duties and responsibilities of this job. Employee regularly required to walk and stand; use hands to fingers, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally required to climb ladders to reach high shelves, squat to reach low shelves or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 lbs. The employee is required to work with a computer/laptop, audio and video equipment and will be keyboarding to input data.

Working Environment
Work is generally performed in an office setting with moderate noise level. There is frequent interaction with children, parents, community members, the public and employees. May be required to work outdoors with moderate noise level. Travel is required for meetings, trainings, conferences, and other events. Evening and/or weekend work may be required.

CLOSING DATE: Open Until Filled

TO APPLY:
Submit a completed tribal application, cover letter, and resume to Pueblo de Cochiti at marsha.chavez@cochiti.org or PO Box 255, Cochiti Pueblo, NM 87072. For consideration, application must be submitted before the closing date at 5 p.m. For other job inquires, contact (505) 629-4284.

It is the policy of Pueblo de Cochiti to give preference to Cochiti enrolled tribal members