POSITION ANNOUNCEMENT
ED-2024-03

POSITION TITLE: Keres Teacher Intern
CLASSIFICATION: Non-Exempt, Temporary (January 2024-June 2024)
DEPARTMENT: Education
SUPERVISOR: Education Director
STARTING SALARY: $20-$24 hourly hour DOE
OPENING DATE: January 9, 2024

Position Summary:
The Keres Teacher Intern will use strategies that promote functional Keres Language skills in a school environment setting to students of various ages. The Intern will assist our Keres Teacher with teaching, organizing, and implementing Keres Language classes within our school systems and in the community. Community-Based Education (CBE) is the portion of instruction that occurs in the community after classroom instruction has taken place. CBE is intended to ensure that students achieve Keres fluency skills in the environments where Keres Language will be used naturally. Maintains confidentiality of all privileged information.

Minimum Qualifications:
• Ability to speak the Keres Language.
• High School Diploma or GED plus two years’ work experience in a classroom setting or a combination of education and experience in the education field.
• Must possess and maintain a valid Driver’s License and be insurable through the Tribe’s insurance carrier.
• Must pass a pre-employment drug screening and criminal background check that includes tribal, state, and federal inquires.

Preferred Qualifications:
• 520 NM Native American Language & Culture Certification

Essential Duties & Responsibilities:
• Must attend weekly Language Classes.
• Assists in the instruction of Cochiti youth and adults in Cochiti Keres.
• Assists in the development and preparation of materials, demonstrations and activities for the classroom.
• Observes and evaluates students work to determine progress and make suggestions for improvement.
• Assists in preparing and administering oral and written tests.
• Develop and implement Community Based Education models and curriculum within the Bernalillo Public Schools and Santa Fe Indian School.
• Develop lessons tied to cultural and traditional beliefs through various topics while focusing on the history of Pueblo de Cochiti.
• Provide activities for students, including field-trips to cultural sites to discuss and learn about land, wildlife, ecosystems, and natural resources.
• Actively participate in the New Mexico Tribal Language Consortium as a representative for the Cochiti Keres Language Program.
• Work with other Keres speaking Pueblos specifically Santo Domingo, San Felipe, Santa Ana, etc. to acquire and implement new techniques for language learning, acquisition, and preservation.
• Prepares reports regarding the Strengthening Tribal Program Grant which includes the number of students and their progress with CBE, activities, strengths and barriers,
• Seek professional development and support in the areas of lesson planning and curriculum development with other Keres speaking Tribes, by identifying cultural similarities, program visits, class and site visits all to acquire methods and pedagogies or language learning.
• Provide substitute teacher service when needed at Santa Fe Indian School, Bernalillo High School, and Cochiti Elementary and Middle School.
• Responsible for Purchase Requests, Requests for Payments, Narrative Reports, direct communication with funding agency, submission of reports, and coordination of meetings.
• Work towards obtaining a 520 NM Native American Language & Culture Certification
• Performs other duties assigned.

**Knowledge, Abilities, Skills, and Certifications:**
- Knowledge of traditional form of government and Pueblo customs and traditions.
- Knowledge of the functions and structure of Cochiti Pueblo.
- Knowledge of department organizations, functions, and policies and procedures.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of records management.
- Ability to maintain high level of confidentiality.
- Ability to represent Pueblo de Cochiti in a professional manner.
- Ability to make effective decisions in emergency situations.
- Ability to work independently with minimal supervision and exercise independent judgment.
- Ability to handle multiple tasks and meet deadlines.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds as well as co-workers.
- Ability to demonstrate moral character, honesty, tact, and fairness.
- Ability to work various schedules and extended work hours.
- Ability to communicate effectively both verbally and in writing.
- Skilled in operating various word processing, spreadsheets and database software programs in a Windows environment.
Work Environment:
Work is generally performed in a classroom setting with moderate noise level. Travel may be required for trainings, meetings, and 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 inquiries, contact (505) 629-4284.

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