

MESCALERO Apache SCHOOL

P.O. Box 230, 249 White Mountain
Mescalero, New Mexico 88340
Phone: (575)464-4431 Fax (575) 464-0053



"Mescalero Chiefs"

POSITION VACANCY

Up-dated 05/28/2025

Elementary-Teaching Assistant

Responsibilities:

- Provides services and performs duties as assigned by the classroom teacher.
- Performs specific assigned duties and tasks in support of professional staff and educational activities.
- Assists with supervision of students and planning of school activities.
- Assists the teacher by providing pre-arranged basic instruction for small groups or individual students.
- Assists in supervising playground and recreational activities.
- Will supervise students in classroom during brief absences of the teacher.
- Assists the teacher in the preparation of recreational and playground activities. (Elementary)
- Provides assistance to teacher on matters related to Apache culture and language.
- May be asked to substitute.
- Keeps current with technical advances at MAS.
- Duties/assignments may change to meet the needs of the school due to unforeseen circumstances
- Performs other duties as assigned by the teacher or principal.

Key Relationships:

- Reports to the classroom teacher in which he/she is assigned during the school year.
- Interacts daily with the classroom teacher and students.
- Will, from time to time, interact with other teaching assistants, other teachers, administration and community members.
- Interacts with parent groups, community groups and other committees that have some relationship or connection with the school.

Minimum Qualifications:

- Minimum of a high school diploma or GED is required and an Associate of Arts Degree in Education is preferred.
- Valid NMPEd Educational Assistants License Level II.
- Must be able to interact well with others.
- Must be able to follow directions and be punctual
- Must have reliable transportation.
- Ability to communicate with students and others.
- Ability to work independently.
- Must be computer literate
- Ability to provide clear instruction to students when required.
- Ability to work with and interact positively with students, teachers and parents.
- Previous experience working with students is recommended.
- Able to demonstrate competency in working successfully with people in different settings; has ability to effectively communicate with people.
- Knowledge of the Mescalero Apache people and their culture.
- Must be able to pass a background check prior to employment.
- Will be required to pass drug test upon employment, then randomly selected.
- Must be able to follow all school policies and procedures.
- Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, national origin or other non-merit factors.

Term of Employment:

- Nine-month contract

Salary:

- Placement on Teaching Assistant Salary Schedule

Working Conditions:

- Work is accomplished within a school environment
- Work could be stressful at times depending on the behavior of students or the type of work expected.

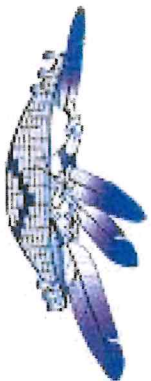
- There may be occasional after-school work requiring extra hours beyond the regular school day.
- There is at times, a lot of standing and walking required.
- There is an expectation of lifting of objects that may be over 50 pounds.

Applications will be accepted until 3:30 p.m. on Wednesday, June 11, 2025.

- *ALL positions require background checks and clearance from any criminal charges **prior** to employment.*
- *Note: any felonious or any of two (2) or more misdemeanor convictions will disqualify applicant from employment.*
- *All positions require initial drug testing upon hire, then random monthly drug testing.*
- *Selection for employment will be based on the Mescalero Apache Tribal Ordinance 06-02.*

**Applications available at the MAS Administration or on our website:
maschiefs.org**

**Applications can be returned by mail, fax to 575-464-0053 or email:
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"Mescalero Chiefs"

POSITION VACANCY

Up-dated 05/28/2025

Special Education-Teaching Assistant (2)

Responsibilities:

- Provides services and performs duties as assigned by the classroom teacher.
- Performs specific assigned duties and tasks in support of professional staff and educational activities.
- Assists with supervision of students and planning of school activities.
- Assists the teacher by providing pre-arranged basic instruction for small groups or individual students.
- Assists in supervising playground and recreational activities.
- Will supervise students in classroom during brief absences of the teacher.
- Assists the teacher in the preparation of recreational and playground activities. (Elementary)
- Provides assistance to teacher on matters related to Apache culture and language.
- May be asked to substitute.
- Keeps current with technical advances at MAS.
- Duties/assignments may change to meet the needs of the school due to unforeseen circumstances
- Performs other duties as assigned by the teacher or principal.

Key Relationships:

- Reports to the classroom teacher in which he/she is assigned during the school year.
- Interacts daily with the classroom teacher and students.
- Will, from time to time, interact with other teaching assistants, other teachers, administration and community members.
- Interacts with parent groups, community groups and other committees that have some relationship or connection with the school.

Minimum Qualifications:

- Minimum of a high school diploma or GED is required and an Associate of Arts Degree in Education is preferred.
- Valid NMPEP Educational Assistants License Level II.
- Must be able to interact well with others.
- Must be able to follow directions and be punctual
- Must have reliable transportation.
- Ability to communicate with students and others.
- Ability to work independently.
- Must be computer literate
- Ability to provide clear instruction to students when required.
- Ability to work with and interact positively with students, teachers and parents.
- Previous experience working with students is recommended.
- Able to demonstrate competency in working successfully with people in different settings; has ability to effectively communicate with people.
- Knowledge of the Mescalero Apache people and their culture.
- Must be able to pass a background check prior to employment.
- Will be required to pass drug test upon employment, then randomly selected.
- Must be able to follow all school policies and procedures.
- Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, national origin or other non-merit factors.

Term of Employment:

- Nine-month contract

Salary:

- Placement on Teaching Assistant Salary Schedule

Working Conditions:

- Work is accomplished within a school environment
- Work could be stressful at times depending on the behavior of students or the type of work expected.

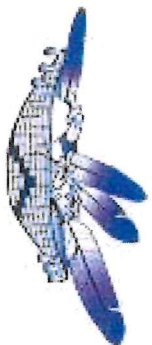
- There may be occasional after-school work requiring extra hours beyond the regular school day.
- There is at times, a lot of standing and walking required.
- There is an expectation of lifting of objects that may be over 50 pounds.

Applications will be accepted until 3:30 p.m. on Wednesday, June 11, 2025.

- *ALL positions require background checks and clearance from any criminal charges prior to employment.*
- *Note: any felonious or any of two (2) or more misdemeanor convictions will disqualify applicant from employment.*
- *All positions require initial drug testing upon hire, then random monthly drug testing.*
- *Selection for employment will be based on the Mescalero Apache Tribal Ordinance 06-02.*

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"Mescalero Chiefs"

2025/2026 POSITION VACANCY

Posted 05/28/2025

High School Teacher (English)

Responsibilities:

- Has the responsibility and is expected to fully understand and implement the Mission Statement, School Philosophy and the goals of the Mescalero Apache School.
- Has the responsibility and a willingness to understand the cultural significance of the Mescalero Apache Culture and integrate it into the teachings and curricula of the school and classroom.
- Is responsible for the informal and formal testing of students each year as required by the State of New Mexico and the Bureau of Indian Education.
- With an emphasis on reading across the curriculum, possesses all the appropriate knowledge, skills and ability to successfully implement such subject matter to all students.
- Provides a classroom atmosphere that promotes and assures student learning is taking place and that time-on-task and effective classroom management strategies are a part of this atmosphere and process.
- Assures at all times that students are learning in an environment that is safe and secure and where positive attitudes and behaviors by teachers and students promote responsibility, high self-esteem, respect and preserves the dignity of student and teacher.
- Comes to school each day prepared to teach students and is free from negative outside distractions and influences.
- Possesses good to excellent communication and listening skills, oral and written and is able to display and use these skills on a consistent basis with peers, students, parents, other school officials, tribal officials and the public.
- Understands that working cooperatively as a team and with others including involvement by his/her supervisor leads to great achievements individually and as an entire school, especially as it applies to success of students; and, is able to apply these principles of teamwork on a consistent basis.
- Establishes and maintains open lines of communication with students and parents concerning the academic, intellectual, physical, social, emotional, and spiritual progress of students.
- Encourages parents to actively participate in the education of their children by continually communicating with and inviting them to the school, and/or meeting with them.
- Assesses student needs and achievements and is able to adapt curricula - curriculum to address the unmet needs of students.
- Assesses, records and provides immediate feedback to students on their progress and assignments – maintaining such records as required by law and the policies of the school board.
- Identifies remediation for individual learning difficulties.
- Develops lesson plans, designed to meet the individual needs, and abilities of students.
- Insures student understanding of what to do before undertaking assignments or homework and that homework is intended for students to practice what they have already know so as to reinforce and strengthen academic skills through long term memory.
- Conducts interesting and well-paced classes, using various instructional techniques, strategies and media appropriate to the lesson and the needs and abilities of students.
- In preparing weekly lesson plans, assures that instructional activities and materials are clearly related to the school's mission, goals and objectives. School approved materials are used as the core for instruction.
- Collaborates to develop Individual Education Plans (IEPs) in order for special needs and at-risk students are afforded every opportunity to meet their unique and individual needs.

- Collaborates and works with other program people (ie., Title I, Special Education, Gifted/Talented, Bilingual, etc.) to ensure students with special talents or needs are represented.
- Responsible for assisting in the selection of classroom texts, materials and supplies; the implementation of school policies; the assignment of non-classroom/teaching duties such as lunch count, playground/lunch duties. Participate in faculty meetings, class/organization sponsors.
- Based on school policy and expectations, is responsible for the accurate and timely reporting of student progress at the end of each nine-week grades and the end of the academic year.
- Provide basic counseling and guidance services to students in the classroom and is able to handle student discipline issues that may arise from time to time.
- Immediately communicates with parents and school principal on the lack of academic progress by student and takes corrective action to get the student to improve thereby avoiding any possibility of retaining the student.
- Provides lesson plans to immediate supervisor on a weekly basis.
- Performs satisfactory on yearly evaluation and daily/weekly walk-throughs.
- Duties/assignments may change to meet the needs of the school due to unforeseen circumstances
- Keeps current with technical advances at MAS.
- Performs other duties as may be assigned by the supervisor.

Key Relationships:

- Position reports to the Principal
- Interacts with students and teaching assistant throughout the school day.
- Confers and interacts with parents on a regular basis.
- Interacts with school committees, community groups and school administration when required.
- Interact with other teachers on a regular basis.

Minimum Qualifications:

- Minimum of a B.S. Degree in the appropriate teaching field, (major or minor are of study) and is certified by the State of New Mexico.
- Able to demonstrate competency in working successfully with people in different settings; has ability to effectively communicate with people.
- Knowledge of the Mescalero Apache people and their culture
- Must be able to pass a background check prior to employment
- Will be required to pass drug test upon employment, then randomly selected
- Must be able to follow all school policies and procedures
- Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, national origin or other non-merit factors

Term of Employment:

- Nine-month contract
- Salary – placement on certified salary schedule

Working Conditions:

- Work is accomplished within a school environment
- Work could be stressful at times depending on the number of students in the classroom.
- Will require long periods of standing.
- From time to time, will require longer than normal workdays due to demands of the students.

Applications accepted until position is filled.

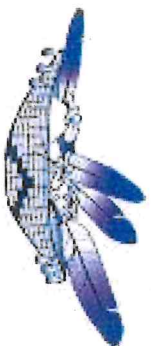
- *ALL teaching positions require a valid NMPED License.*
- *ALL positions require federal, state, local and sex offender background checks and clearance from any criminal charges **prior** to employment.*
- *ALL positions require initial drug testing upon hire, then random monthly drug testing.*
- *Selection for employment will be based on the Mescalero Apache Tribal Ordinance 06-02.*

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2025/2026 POSITION VACANCY

Posted 05/28/2025

Elementary Teachers (3)

Responsibilities:

- Has the responsibility and is expected to fully understand and implement the Mission Statement, Vision, School Philosophy and the goals of the Mescalero Apache School.
- Has the responsibility and a willingness to understand the cultural significance of the Mescalero Apache and integrate it into the teachings and curricula of the school and classroom.
- Is responsible for the informal and formal testing of students each year as required by the State of New Mexico and the Bureau of Indian Education.
- With an emphasis on reading across the curriculum, possesses all the appropriate knowledge, skills and ability to successfully deliver such subject matter to all students.
- Provides a classroom atmosphere that promotes and assures student learning is taking place and that time-on-task and effective classroom management strategies are a part of this atmosphere and process.
- Assures at all times that students are learning in an environment that is safe and secure and where positive attitudes and behaviors by teachers and students promote responsibility, high self-esteem, respect and preserves the dignity of student and teacher.
- Comes to work each day prepared to teach students and is free from negative outside distractions and influences.
- Possess good to excellent communication and listening skills, oral and written language and is able to display and use these skills on a consistent basis with peers, students, parents, other school officials, tribal officials and the general public.
- Understands that working cooperatively as a team and with others including involvement by his/her supervisor leads to great achievements individually and as an entire school, especially as it applies to success of students; and, is able to apply these principles of teamwork on a consistent basis.
- Establishes and maintains open lines of communication with students and parents concerning the academic, intellectual, physical, social, emotional, and spiritual progress of students.
- Encourages parents to actively participate in the education of their children by continually communicating with and inviting them to the school, and/or meeting with them.
- Assesses student needs and achievements and is able to adapt curricula - curriculum to address the unmet needs of students.
- Assesses, records and provides immediate feedback to students on their progress and assignments – maintaining such records as required by law and the policies of the school board.
- Identifies remediation for individual learning difficulties.
- Develops lesson plans, designed to meet the individual needs, and abilities of students.
- Insures student understanding of what to do before undertaking assignments or homework and that homework is intended for students to practice what they have already know so as to reinforce and strengthen academic skills through long term memory.
- Conducts interesting and well-paced classes, using various instructional techniques, strategies and media appropriate to the lesson and the needs and abilities of students.
- In preparing weekly lesson plans, assures that instructional activities and materials are clearly related to the school's mission, goals and objectives. School approved materials are used as the core for instruction.
- Collaborates to develop Individual Education Plans (IEPs) in order for special needs and at-risk students are afforded every opportunity to meet their unique and individual needs.

- Collaborates and works with other program people (ie., Title I, Special Education, Gifted/Talented, Bilingual, etc.) to ensure students with special talents or needs are represented.
- Responsible for assisting in the selection of classroom texts, materials and supplies; the implementation of school policies; the assignment of non-classroom/teaching duties such as lunch count, playground/lunch duties. Participate in faculty meetings, class/organization sponsors.
- Based on school policy and expectations, is responsible for the accurate and timely reporting of student progress at the end of each nine-week grades and the end of the academic year.
- Provide basic counseling and guidance services to students in the classroom and is able to handle student discipline issues that may arise from time to time.
- Immediately communicates with parents and school principal on the lack of academic progress by student and takes corrective action to get the student to improve thereby avoiding any possibility of retaining the student.
- Provides lesson plans to immediate supervisor on a weekly basis.
- Performs satisfactory on yearly evaluation and daily/weekly walk-throughs.
- Duties/assignments may change to meet the needs of the school due to unforeseen circumstances
- Keeps current with technical advances at MAS.
- Performs other duties as may be assigned by the supervisor.

Key Relationships:

- Reports to the Principal
- Interacts with students and teaching assistants throughout the school day.
- Confers and interacts with parents on a regular basis.
- Interacts with school committees, community groups and school administration when required.
- Interact with other teachers on a regular basis.

Minimum Qualifications:

- Minimum of a B.S. Degree in the appropriate teaching field, (major or minor are of study) and is certified by the State of New Mexico.
- Able to demonstrate competency in working successfully with people in different settings; has ability to effectively communicate with people.
- Knowledge of the Mescalero Apache people and their culture
- Must be able to pass a background check prior to employment
- Will be required to pass drug test upon employment, then randomly selected
- Must be able to follow all school policies and procedures
- Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, national origin or other non-merit factors

Term of Employment:

- Nine-month contract
- Salary – placement on certified salary schedule

Working Conditions:

- Work is accomplished within a school environment
- Work could be stressful at times depending on the number of students in the classroom.
- Will require long periods of standing.
- From time to time, will require longer than normal work days due to demands of the students.

Applications accepted until position is filled.

- *ALL teaching positions require a valid NMPEd License.*
- *ALL positions require federal, state, local and sex offender background checks and clearance from any criminal charges prior to employment.*
- *ALL positions require initial drug testing upon hire, then random monthly drug testing.*
- *Selection for employment will be based on the Mescalero Apache Tribal Ordinance 06-02.*

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Posted 05/28/2025

VACANCY

Mid/High Attendance Clerk

Responsibilities:

- Demonstrates effective oral and written communication skills.
- Provides telephone and receptionist services for the school and utilizes proper etiquette when using phone.
- Utilizes a word processing to type a variety of statistical and narrative reports, memoranda, vouchers, requisitions, requests, letters and other correspondence.
- Maintains student attendance on the student management database.
- Maintain accurate attendance records regarding to student suspension, tardies and student or parent sign-in/sign-outs etc.
- Accurately inputs daily attendance of students and contact parents regarding student absences as necessary.
- Makes home visits to parents/guardians, regarding truancy and student drop outs.
- Provides assistance for matters related to truancy identification and intervention.
- Prepare truancy files for students not meeting attendance requirements and submit to the appropriate administrator attending the truancy hearing.
- Issue admission slips for students returning to school: tardy slips
- Communicate with students, teachers, administrators and parents regarding attendance and related issues; make and receive phone calls and notes regarding student absences; provide student attendance information to staff and parents as requested.
- Uses copier and other machines for purposes of preparing materials for office staff and other employees.
- Attend court sessions on behalf of MAS, possibly on Fridays.
- Confidentially of various issues or situations are to be maintained and requires individual to abide by such conditions.
- Prepare and file Affidavit for court relating to truancy through the prosecutor's office and will need to attend court when subpoenaed.
- Contact parents regarding student absences as necessary
- Plans daily schedule of work so important tasks are completed on time.
- Duties/assignments may change to meet the needs of the school due to unforeseen circumstances
- Keeps current with technical advances at MAS.
- Performs other duties as may be assigned by supervisor.

Key Relationships:

- Position reports to the Building Principals.
- Interacts daily with the supervisor.
- Have direct relations with all school staff and school administration.
- Has daily contact with the public in regard to incoming phone calls, is courteous and respectful at all times.
- Has on-going contact with parents and community groups visiting the school.

Minimum Qualifications:

- Minimum of a high school diploma or GED is required.
- Demonstrated competency in office management, computer system operation, typing, filing and other applicable skills required.
- Demonstrated ability to effectively communicate with the public and with school officials including employees.
- Knowledge of the Mescalero Apache people and their culture.
- Must be able to pass a background check prior to employment.
- Will be required to pass drug test upon employment, then randomly selected.
- Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, national origin or other non-merit factors.

Term of Employment:

- Ten-month contract.

Working Conditions:

- Work is accomplished within a school environment.
- Often required long periods of sitting as well as working with a computer.

Applications will be accepted until Wednesday, June 11, 2025.

- *ALL positions require background checks and clearance from any criminal charges prior to employment.*
- *Note: any felonious or any of two (2) or more misdemeanor convictions will disqualify applicant from employment.*
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