



MESCALERO --Apache-- SCHOOL



"Mescalero Chiefs"

P.O. Box 230, 260 White Mountain
Mescalero, New Mexico 88340
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POSITION VACANCY ANNOUNCEMENT

3rd Grade Classroom Teacher

Primary Functions: As a regular classroom teacher, functions as the one school individual who has the ultimate responsibility to educate the student within his/her classroom, covering the appropriate subject matter and who challenges and has high expectations of all students to perform to their (the student) capacity.

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 (i.e., 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.
- Maintains consistent attendance and avoid excessive uses of leave, including without pay, as frequent absence negatively impact instructional continuity.
- Science Fair Teachers are required to participate in annual science fair by facilitating independent, group or classroom science project.

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

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.
- Must be able to lift 40 lbs.
- From time to time, will require longer than normal work days due to demands of the students.

Position will be open until filled.

- 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 emailed: lindsey.pellman@mescalero.org