



MESCALERO "Apache" SCHOOL

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



"Mescalero Chiefs"

Posted 8.7.25

VACANCY

SPED Office/Teaching Assistant-2

Primary Functions: To assist the Special Education office with filing, downloading documents and ordering classroom supplies. Will also assist with special education student(s) with extensive disabilities in the classroom, with recreational and playground activities, and with Apache culture activities.

Responsibilities:

- Keeps current with technical advances at MAS.
- Clerical office duties such as answering phones, setting up appointments/meetings, obtaining signatures, sending /receiving faxes, creating letters on the computer, and other clerical duties.
- Performs specific assigned duties and tasks in support of teachers, educational assistants, SPED coordinator and students.
- Assists the teacher by providing some pre-arranged basic instruction for student(s) accord to their IEP
- Assists with supervision of student(s) while on school campus.
- Must walk the room to assist all students in the assigned classroom.
- Maintains accurate service logs of students.
- Transports student(s), if needed, to classrooms, cafeteria, gym, auditorium, playground, and Apache cultural activities.
- Duties/assignments may change to meet the needs of the school due to unforeseen circumstances.
- Be willing to change diapers as required and if needed.
- Be willing to feed student(s) breakfast and lunch as needed after being trained.
- Be willing to administer a Foley Catheter as required after being trained.
- Be willing to administer G-tube feedings as needed after being trained.

Key Relationships:

- Reports to the Special Education Coordinator/Case Manager in which he/she is assigned during the school year.
- Interacts daily with the classroom teacher and students.
- From time to time, will 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; however, if the individual does not have an AA degree, he/she will be required to obtain an Associate's Degree within 4 years.
- Valid NMPED Educational Assistants License Level I
- Must be willing to learn all office systems utilized by MAS as needed.
- Preferred: 1-year experience of working with children.
- 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.
- Able to demonstrate competency in working successfully with people in different settings; has ability to effectively communicate with people.
- Knowledgeable 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.
- Preferred: CNA, LVN, or LPN.
- 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

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.
- Extended walking, standing or sitting required to assist students in the learning environment.
- There is an expectation of lifting of objects that may be over 50 pounds.
- Work with student(s) with extensive disabilities in a wheelchair(s).

Applications will be accepted until Thursday August 21, 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:
lindsey.pellman@mescalero.org**