



# MESCALERO -Apache- SCHOOL



*"Mescalero Chiefs"*

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

## 2023 VACANCY

Posted: 5.23.23

### **SPED Teaching Assistant**

**Primary Functions:** To assist with special education student(s) with extensive disabilities in the classroom, with recreational and playground activities, and with Apache culture activities.

#### **Responsibilities:**

- Provides services and performs duties as assigned by the Special Education Director
- Performs specific assigned duties and tasks in support of professional staff and educational activities.
- Assists with supervision of student(s) with extensive disabilities with school activities.
- Assists the teacher by providing some pre-arranged basic instruction for student(s) with extensive disabilities.
- Transports student(s) with extensive disabilities to classrooms, recreational, playground, and Apache cultural activities.
- Change diapers if required.
- Feed student(s) breakfast and lunch if required.
- Administer a Foley Catheter if needed.
- Administers G-tube feedings if needed.
- Maintains accurate service logs of students.
- Duties/assignments may change to meet the needs of the school due to unforeseen circumstances ➤ Keeps current with technical advances at MAS. ➤ Other duties as assigned by supervisor.

#### **Key Relationships:**

- Reports to the Special Education Director.
- 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 preferred. An NMPED Teaching Assistant License or Associate of Arts Degree is preferred.
- At least 1-year experience 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.
- 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 approved salary schedule – determined by years of experience and education/trainings.

**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. ➤ Work with student(s) with extensive disabilities in a wheelchair(s).

***Applications will be accepted until 3:30 p.m. Thursday June 8, 2023.***

- *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](http://maschiefs.org)**

**Applications can be returned by mail, fax to 575-464-0053 or email: [HR@mescalero.org](mailto:HR@mescalero.org)**