



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
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### **VACANCY ANNOUNCEMENT**

**POSTING NO: 068-21**

**OPENING DATE: 05/18/2021**

**CLOSING DATE: 06/04/2021**

**POSTED: IN/OUT**

**POSITION:** Computer Teacher  
**PAY GRADE:** T1, T2, T3  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time-Contract  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Isleta Elementary School  
**REPORTS TO:** Principal  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Provides computer instruction for elementary students. Plans, implements and evaluates instructional activities to improve student success in the computer lab. Serves as on-site IT Technician for the Isleta Elementary School.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

#### **JOB DUTIES:**

- Serves as the computer lab administrator and maintains proper care of all school computer equipment inclusive of inventory and maintenance.
- Assists with Grant and E-rate applications with principal and Pueblo of Isleta.
- Prepares instructional outlines and daily lesson plans covering relevant units of study and specific objectives, activities.
- Develop and present lessons, provide direction to students, follow through by observing and/or recording performance and progress.
- Teach students by utilizing computers, appropriate instructional methods and available resources that provides for academic achievement.
- Provides meaningful learning experience in subject areas and computer lab.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capability of the students involved.
- Evaluate methods and instruments for both group and individual instructional programs.

- Maintain disciplined behavior in the computer lab. Coordinates and schedules lab use.
- Works with teachers to coordinate computer lessons with classroom lessons; informs teachers of available programs.
- Evaluates the learning progress of students on a regular basis. Prescribes effective learning programs and initiates referrals to appropriate personnel when concerns arise.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Administers group standardized tests in accordance with the testing program.
- Promotes an instructional environment that provides opportunities for students to develop positive peer interaction and relationships.
- Identify academic, physical or other problems of students; works with students to improve personal accomplishments, relates problems to teachers.
- Provides a brief description of each software program used.
- Troubleshoots minor repairs on computer lab equipment.
- Assists with computer problems in classroom.
- Independently maintains discipline and control of an assigned class.
- Establishes and maintain open lines of communication with students and parents concerning students' academic, social and behavioral progress.
- Selects and requests appropriate equipment, books and instructional materials and maintains required inventory records.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Provide assistance to staff in basic computer operations and in resolving minor computer problems.
- Serves as a liaison with the BIA/BIE; POI Management Information Systems (MIS) staff; for the installation of computers, printers, phones, cables, networking and /or satellite systems at the school.
- Maintains accurate, complete and correct records as required by law, policy and administrative regulation.
- Assists the administration in implementing all policies and rules governing student life, classroom behavior and conduct.
- Cooperates with staff and support personnel in assessing and helping students with health, attitude, learning and behavioral problems.
- Enhances professional growth and development through participation in seminars, educational workshops, classes, conferences and professional associations.
- Coordinates and maintains documentation for User Ids, internet, email agreements, acceptable user agreements.
- Administers local access and logon credentials.
- Maintains confidentiality of all privileged information.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- NM Teaching Certificate Level I, II or III, with Technology Education endorsement.
- Three years computer lab work experience in an elementary classroom.
- Must be able to pass a TB screening.
- Must pass background check for position.

- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of records management procedures.
- Knowledge of the principles, practices and methods of curriculum development.
- Knowledge of the principles, practices and methods of computer lab education curriculum.
- Knowledge of computer lab networking, internet, and distance learning blackboards.
- Knowledge of training and tutoring.
- Knowledge of business English, proper spelling, grammar, and punctuation, and basic arithmetic.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in computer lab management.
- Skill in preparing reports and correspondence.
- Skill in directing the activities of groups of children; evaluating progress, and maintaining an orderly classroom.
- Skill in writing lesson plans and using curriculum guides.
- Skill in navigating computer software.
- Ability to determine basic computer problems and to coordinate hardware and/or software solutions.
- Ability to perform basic preventive maintenance on computer hardware and software.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to work independently and meet strict time lines.
- Ability to supervise and ensure a safe learning environment for children.
- Ability to adapt curriculum to meet the needs of all children including at-risk, special needs, gifted, and culturally diverse populations.

**PHYSICAL DEMANDS:**

- Employee is required to sit, stand and walk.
- Talk, hear sit, stand, walk; uses hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires occasional lifting of up to 50 lbs.

**WORK ENVIRONMENT:**

- Work is performed in a classroom or computer lab environment.
- Frequent interaction with students.
- Noise level is usually moderate.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.