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Governor



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JOB ANNOUNCEMENT
EDU-2025-030

POSITION TITLE: CSYLP Teachers (**8-10 positions**) (**5-7 weeks in May – June 2025**)
FLSA STATUS: Non-Exempt
POSITION TYPE: Temporary, Full-Time
DEPARTMENT: Education & Language
REPORTS TO: Language Program Coordinator
BACKGROUND LEVEL: Child Care
STARTING PAY: \$17.00 per hour
OPENING DATE: May 5, 2025

Program Summary:

The Summer Language Program Teacher position was designed to support the Cochiti Summer Youth Language Program (CSYLP) in teaching and preserving the Keres language. It is our goal to encourage our youth to learn and practice the Keres language while providing a safe and nurturing environment. Teachers will work on creating an effective program for children to learn the basic fundamentals of Keres that they will be able to use every day in their home life as a way of language revitalization.

Qualifications & Requirements:

- Ability to speak and understand the Keres Language: fluently
- Must be able to work various schedules and extended work hours
- Must be able to successfully pass a pre-employment drug/alcohol screen and adhere to the Drug-Free workplace policy.
- Must be able to successfully pass a background investigation
- Certified in First Aid & CPR (preferred but not required)
- Covid-19 vaccination required. Reasonable accommodation considered

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Lead small group sessions.
- Plan and prep the classroom for daily activities.
- Engage and assist students in meaningful conversations, activities, outdoor play, projects and/or other events during the summer program.
- Report to your work-site on time.
- Help guide and monitor students at their respective breakfast and lunch locations.

- Maintain confidentiality of all personal student information.
- Serve as a role-model to all Program Assistants and student participants.
- Talking and providing updates to the parents, guardians and/or grandparents of participants.
- Help keep a clean and well-maintained area, including but not limited to the classroom.
- Must work in a professional manner.
- Encourage daily use of the Keres language.
- Foul, profane, and inappropriate language/conversation will not be tolerated.
- Develop learning materials for instruction.
- Maintain records of participation, evaluation and assessments.
- Research, evaluate and recommend instructional materials, supplies, equipment, and visual aids designed to meet the educational needs of the students.
- Helps maintain daily health and safety routines to ensure compliance of established policies and procedures.
- Participate in short-term and long-term programming.
- Performs other duties as required.

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of a traditional form of government including Pueblo customs and traditions.
- Knowledge of the unique governmental structure and organization within Pueblo de Cochiti.
- Ability to represent Pueblo de Cochiti professionally at all times.
- Ability to understand organizational structure, functions, policies and procedures including the chain-of-command for program effectiveness.
- Ability to demonstrate moral character, honesty, tact, and fairness.
- Ability to maintain a high level of confidentiality (Privacy Laws, FERPA, and other rules/regulations)
- Ability to work independently and/or part of a team, problem-solve, and make appropriate decisions.
- Ability to multi-task and meet deadlines.
- Ability to understand and use effective oral and written communication, including but not limited to public speaking.
- Ability to interact and maintain a positive working relationship with stakeholders, services providers, and other individuals of various social and cultural backgrounds in and outside of this community.
- Ability to maintain professional conduct when working with parents/guardians and community members.
- Ability to treat each child, parent/guardian, employee, staff, supervisory, leadership with dignity and respect.
- Ability to work in the outdoor in extreme weather conditions when necessary.
- Skills in operating Microsoft Office and other database systems.
- Willingness and capacity to learn new skills.

Dress Attire & Restrictions:

Casual Dress: appropriate attire to walk, jump, climb, crawl, jog, dance, hike, bend, stoop, lay, carry, and other movements to assist with youth activities. Shorts may be worn that are not torn or ripped and the finger-tip rule will be in effect. All clothing must cover the midsection appropriately.

Prohibited Attire includes: tank tops, spaghetti straps, drug & alcohol logo apparel, and facial piercings (limited to ears only), baggy pants that are worn below the waist line and low-rise shorts or jeans.

Cell phone use during program hours is unacceptable.

Taking pictures on personal devices and/or posting on social media is a violation of safety and security and will be grounds for immediate termination.

Physical Demands:

The physical demands described are those that must be met by the employee to successfully perform the essential duties and responsibilities of this job. Employee regularly required to walk and stand; use hands to fingers, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally

required to climb ladders to reach high shelves, squat to reach low shelves or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 lbs. The employee may be required to work with a computer/laptop, audio and video equipment and will be keyboarding to input data.

Working Environment:

Work is generally performed in a classroom setting, indoors and outdoors, with moderate to high noise level. There is frequent interaction with children, parents, community members, the public and employees. Required to work outdoors throughout various times of the day. Travel is required for field trips and other events. Evening and/or weekend work may be required.

CLOSING DATE: May 16, 2025

TO APPLY:

Submit a completed tribal application, cover letter, and resume to Pueblo de Cochiti at: marsha.chavez@cochiti.org or PO Box 255, Cochiti Pueblo, NM 87072. For consideration, application must be submitted before the closing date at 5 p.m. For other job inquires, contact (505) 629-4284.

It is the policy of Pueblo de Cochiti to give preference to Cochiti enrolled tribal members