

Joseph B. Herrera
Governor



Jeff M. Suina
Lt. Governor

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**INTERNAL/EXTERNAL
JOB ANNOUNCEMENT
ED-2025-10**

POSITION TITLE: Home School Liaison
FLSA STATUS: Non-Exempt
POSITION TYPE: Regular Full-Time
DEPARTMENT: Education
REPORTS TO: Education Director
BACKGROUND LEVEL: Child Care
PAY RANGE: \$16.00 - \$18.00/hrly. DOE
RE-POST DATE: June 18, 2025

Position Summary:

Under the general supervision of the Education Director, the incumbent will provide educational support and advocacy services on behalf of Pueblo de Cochiti and Pueblo de Cochiti's Education Office to all tribally enrolled students; may include other Native American children residing within the exterior boundaries of Pueblo de Cochiti. Serviceable schools and districts *may* include and are not limited to Bernalillo Public Schools, Albuquerque Public Schools, Santa Fe Public Schools, and the Santa Fe Indian School.

Minimum Qualifications:

- High School Diploma or GED.
- Must possess and maintain a valid Driver's License and must be insurable through the Pueblo's insurance provider.
- Ability to pass a background check with no prior convictions or felonies.
- Ability to pass a pre-employment drug screening.

Preferred Qualifications:

- Associate of Arts Degree in education or related field plus a minimum of one-year experience in a classroom or child development facility.

Essential Duties and Responsibilities:

- Work as an advocate for K-12 grade students of Pueblo de Cochiti, who are attending our in-district schools and other serviceable schools located out of our school district.
- Collaborate with teachers, counselors, principals, family members and other staff associated with students' academic development to establish a full support team.
- Visit schools and classrooms, to monitor student academic achievement, challenges, and attendance that will allow for implementation of appropriate support services.
- Establish an effective line of communication with parents/guardians to communicate their child's status, policies, procedures, requirements and school updates.
- Create and maintain a communication log and records of all clients that were served.
- Complete monthly and/or annual reports of all services provided, and the status of all students served.
- Maintain student files and keep them up to date with pertinent documentation.
- Seek various educational opportunities for students.
- Create and distribute programmatic brochures, flyers, newsletters, and/or additional announcements to promote services, activities, and events.
- Assist in planning and implementing the afterschool, summer and/or language programs.
- Required to drive and may be required to transport students/clients.
- Performs other duties as assigned.

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of traditional form of government including Pueblo customs and traditions.
- Knowledge of the unique governmental structure and organization within Pueblo de Cochiti.
- Knowledge of Academic English inclusive of proper grammar and vocabulary.
- Knowledge of records management.
- Knowledge of state and federal education laws and regulations.
- Knowledge and/or experience with public speaking.
- Ability to maintain a high level of confidentiality (Privacy Laws FERPA, and other rules/regulations).
- Ability to always represent Pueblo de Cochiti professionally.
- Ability to understand organizational structure, functions, policies, and procedures for programmatic effectiveness.
- Ability to work independently and make appropriate decisions.
- Ability to handle multiple tasks and meet deadlines.
- Ability to interact and maintain a positive working relationship with stakeholders, service providers, and other individuals of various social and cultural backgrounds in and outside of this community.
- Ability to demonstrate moral character, honesty, tact, and fairness.
- Ability to work various schedules and extended work hours.
- Ability to understand and use effective oral and written communication.
- Ability to understand and assist students with higher-level mathematics such as algebra,

- geometry, trigonometry, pre-calculus, or calculus.
- Ability to obtain Food Handlers Certification.
- Skills in operating various word processing tools, spreadsheets, and database systems in a Windows environment.

Work Environment:

The work is generally performed in an office setting with moderate noise level. There is frequent interaction with children, parents, community members, the public and employees. May be required to work outdoors with moderate noise level. Travel is required for meetings, trainings, conferences, and other events. Evening and/or weekend work may be required.

CLOSING DATE: July 2, 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 inquiries, contact (505) 584-3564.

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