



PUEBLO DE SAN ILDEFONSO
Human Resources Office
02 Tunyo Po
Santa Fe, NM 87506

JOB VACANCY ANNOUNCEMENT

1 (one) Part-Time Temporary Position
Tewa Language Instructor

The Education Department is hiring for the Summer Education Enhancement Program (SEEP) 2018, this position requires a commitment from May 29, 2018 to August 3, 2018.

Tewa Instructor: Under direct supervision, the Tewa Language Instructor, contributes to the efficiency of the Pueblo de San Ildefonso Department of Education Culture and Language Programs. Supports the Director in the coordination and facilitation of the language program offered to the community by the Education Department. Provides leadership, oversight and professional expertise in implementing the program activities; monitors and tracks participants. Ensures the safety of the children by creating and maintaining a safe, clean and health environment. Provides administrative support.

Work Environment: Work is performed in a classroom, recreational and outdoor setting. Requires physical ability to perform duties. May involve walking and climbing over rough terrain. Local travel is required.

Minimum Qualifications: Age 18, High School Diploma or General Equivalency Diploma required. Ability to speak and understand Tewa fluently and have experience working with children in a workshop classroom, or home setting, Working knowledge of Pueblo communities. Sensitivity to children's needs a must. Excellent organization skills, Excellent verbal and written communication skills. Ability to perform quality work under pressure, meet deadlines, and maintain confidentiality. Must maintain current CPR and First Aid certification. Valid NM Driver's License and must be insurable under the Pueblo de San Ildefonso vehicle insurance policy. A favorable background investigation is required.

APPLICATION: A full job description and application are available in the Human Resources office. A downloadable application is available on our web site at www.sanipueblo.org/jobs. Submit Application to the Human Resources office in person, or via e-mail to karquero@sanipueblo.org or FAX: 455-4149. Call 455-4155 with questions regarding this position. Deadline to apply: May 4, 2018