

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

POSITION DESCRIPTION

POSITION: Summer Education Enhancement Program Aide

LOCATION: San Ildefonso Pueblo

REPORTS TO: Education Director

Job Summary

Under direct supervision, the Summer Education Enhancement Program (SEEP) Assistant contributes to the efficiency of the Pueblo de San Ildefonso Department of Education's SEEP. Provides assistance to Coordinators in implementing the summer program activities. Monitors student participants. Ensures the safety of the children by creating and maintaining a safe, clean and healthy environment.

Supervision and Guidelines

SEEP Program Assistant work performed is under the direct supervision of the SEEP Coordinators and Education Director. Guidelines include generally accepted principles, applicable laws, rules and regulations, San Ildefonso Pueblo policies and procedures and supervisory and administrative instructions and directives.

Essential Functions

Assists in the implementation of the activities of the Summer Education Enhancement Program offered to the community by the Education Department.

Assists in the supervision of program participants, which includes supporting program activities and providing guidance and problem resolution.

Monitors Summer Program students and promotes their participation

Assists in documenting class activities and projects through various media including attendance, written work, arts, photographs, audio and video recording.

Assists with the state summer food program for children.

Attends and participates in Summer Program activities, training sessions, and meetings as requested by Director.

Helps to ensure the safety of Summer Program participants and staff.

Creates and maintains a safe, clean and healthy environment.

Works in collaboration with any tribal departments involved in the Summer program activities.

Inventories and maintain materials, supplies, and equipment.

Performs miscellaneous job-related duties as assigned.

Work Environment

Work is performed in a classroom setting, recreational setting and outdoors. Requires physical ability to perform duties. May involve walking and climbing over rough terrain, in streams and/or lifting and carrying equipment weighing up to 40 pounds. Local travel is required.

Minimum Qualifications

16 years of age or older. Must be able to work in a fast-paced, often noisy, environment and deal with more than one youth at a time. Sensitivity to children's needs a must. Have working knowledge of Pueblo communities. Must maintain current CPR and First Aid certification (or be willing to receive such certification), as well as complete food handlers' training. Must be vaccinated against COVID-19.