



# **SIX DIRECTIONS INDIGENOUS SCHOOL**

**2055 NM-602**

**Gallup, NM 87301**

**Phone: 505-863-1900 Fax: 505-863-8826**

**Two Positions--Educational Assistant (grades 6-12)**

**Posted on June 6, 2022, open until filled**

Description: Educational assistant will assist teachers in the activities of the classroom, student information/data, and outreach to students and families

Job duties may include, but are not limited to, the following:

- 1. Assist teachers in setting up materials and resources and implementing lesson plans, grading assignments, and record keeping.**
- 2. Maintain appropriate files and records, including attendance and grade records; ensure confidentiality of all records and files. Assist with student information/data as needed. Assist teachers in outreach to students and families.**
- 3. Provide instructional support to students in whole class, small group, or individual settings both in-person and remotely**
- 4. Operate and care for equipment used in the classroom for instructional purposes**
- 5. Assist in maintaining order in the classroom and on school grounds.**
- 6. Guide independent study, enrichment work and remedial work as established by the teacher**
- 7. Perform related duties and responsibilities as required.**

Ability to:

- Perform general clerical work including maintaining files.**
- Operate standard office equipment including a computer.**
- Maintain mental capacity which allows for effective interaction and communication with others. Understand and follow oral and written instructions. Communicate with and obtain feedback from students in a manner that enhances student learning and understanding.**
- Promote positive student behavior and a safe and healthy environment.**
- Be a team player, taking the initiative to assist and maintain a positive working relationships with staff**
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.**

- **Understand and respect the tribal and ethnic culture of students and their families**

## **Experience and Training Guidelines**

**Education: High School Diploma or equivalency.**

**Licensure: If hired one must obtain an Educational Assistant license from the New Mexico Public Education Department (NMPED).**

## **Working Conditions**

**Classroom and field environment; work with computers, maintain same work schedule as teachers, or on a schedule established by the supervisor**

## **Physical Conditions**

**Essential functions may require maintaining physical condition necessary for moderate to heavy lifting, and standing and walking for long periods of time.**

**Email application documents to Dr. Tamara Allison, Head Administrator at [tamara@sixdirectionsschool.org](mailto:tamara@sixdirectionsschool.org)**

- 1. Submit an online application, which is available on the school website, [sixdirectionsschool.org](http://sixdirectionsschool.org).**

**If hired, you will need to submit the following additional documents.**

- 2. High school diploma or equivalency.**
- 3. College transcript(s) that show that the degree was awarded (if one earned an associates degree or higher)**
- 4. Verification of employment form that shows your previous employment experience**