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

1. Submit an online application, which is available on the school website, 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