



MESCALERO "Apache" SCHOOL

P.O. Box 230, 249 White Mountain
Mescalero, New Mexico 88340
Phone: (575)464-4431 Fax (575) 464-0053



"Mescalero Chiefs"

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JOB VACANCY

Elementary Teaching Assistant

Responsibilities:

- Provides services and performs duties as assigned by the classroom teacher.
- Performs specific assigned duties and tasks in support of professional staff and educational activities.
- Assists with supervision of students and planning of school activities.
- Assists the teacher by providing pre-arranged basic instruction for small groups or individual students.
- Assists in supervising playground and recreational activities.
- Will supervise students in classroom during brief absences of the teacher.
- Assists the teacher in the preparation of recreational and playground activities. (Elementary)
- Provides assistance to teacher on matters related to Apache culture and language.
- May be asked to substitute.
- Keeps current with technical advances at MAS.
- Duties/assignments may change to meet the needs of the school due to unforeseen circumstances
- Performs other duties as assigned by the teacher or principal.

Key Relationships:

- Reports to the classroom teacher in which he/she is assigned during the school year.
- Interacts daily with the classroom teacher and students.
- Will, from time to time, interact with other teaching assistants, other teachers, administration and community members.
- Interacts with parent groups, community groups and other committees that have some relationship or connection with the school.

Minimum Qualifications:

- Minimum of a high school diploma or GED is required and an Associate of Arts Degree in Education is preferred.
- Valid NMEPD Educational Assistants License.
- Must be able to interact well with others.
- Must be able to follow directions and be punctual
- Must have reliable transportation.
- Ability to communicate with students and others.
- Ability to work independently.
- Must be computer literate
- Ability to provide clear instruction to students when required.
- Ability to work with and interact positively with students, teachers and parents.
- Previous experience working with students is recommended.
- Able to demonstrate competency in working successfully with people in different settings; has ability to effectively communicate with people.
- Knowledge of the Mescalero Apache people and their culture.
- Must be able to pass a background check prior to employment.
- Will be required to pass drug test upon employment, then randomly selected.
- Must be able to follow all school policies and procedures.
- Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, national origin or other non-merit factors.

Term of Employment:

- Nine-month contract

Salary:

- Placement on Teaching Assistant Salary Schedule

Working Conditions:

- Work is accomplished within a school environment
- Work could be stressful at times depending on the behavior of students or the type of work expected.
- There may be occasional after-school work requiring extra hours beyond the regular school day.
- There is at times, a lot of standing and walking required.
- There is an expectation of lifting of objects that may be over 50 pounds.

Applications will be accepted until September 25, 2023.

- *ALL positions require background checks and clearance from any criminal charges **prior** to employment.*
- *Note: any felonious or any of two (2) or more misdemeanor convictions will disqualify applicant from employment.*
- *All positions require initial drug testing upon hire, then random monthly drug testing.*
- *Selection for employment will be based on the Mescalero Apache Tribal Ordinance 06-02.*

**Applications available at the MAS Administration or on our website:
maschiefs.org**

**Applications can be returned by mail, fax to 575-464-0053 or email:
HR@mescalero.org**