

MESCALERO "Apache" SCHOOL



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



"Mescalero Chiefs"

2019/2020 VACANCIES

Up-dated 5/22/2019

Elementary - SPED Teaching Assistant

Responsibilities:

- Provides services and performs duties as assigned by the Special Education Director
- Performs specific assigned duties and tasks in support of professional staff and educational activities.
- Assists with supervision of student(s) with extensive disabilities with school activities.
- Assists the teacher by providing some pre-arranged basic instruction for student(s) with extensive disabilities.
- Transports student(s) with extensive disabilities to classrooms, recreational, playground, and Apache cultural activities.
- Change diapers as required.
- Feed student(s) breakfast and lunch as required.
- Administer a Foley Catheter as required.
- Administers G-tube feedings as needed.

Minimum Qualifications:

- Minimum of a high school diploma or GED is required and will be required to pursue an Associate of Arts Degree in Education. Preferred: CNA, LVN, or LPN.
- Must be able to lift students when required.
- 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.

School Wide - Cook (2 positions)

Responsibilities:

- Assists in the preparation of food products that follow a prescribed menu for each meal.
 - Follows procedures that ensures proper sanitation condition in food preparation and storage.
 - Assists in the serving of food to students and ensures that students are served appropriate amounts.
 - Maintains a trash and garbage collection area that is neat and tidy so as not to attract flies, insects, bugs, etc.
 - Cleans counters, tables, floors and furnishings in the kitchen and dining area.
 - Removes dishes, pots, pans and utensils and assists in all the cleaning procedures.
- Performs other duties as assigned by Supervisor

Minimum Qualifications:

- Minimum of a high school diploma or GED is required
- Has demonstrated competence and aptitude in preparing food for large numbers
- Must be able to lift at least 50 pounds.
- Must have reliable transportation

Applications will be accepted until 3:30p.m. on Friday, June 7, 2019.

- ***ALL positions require background checks and clearance from any criminal charges prior to 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