



# 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

### SPED Teaching Assistant

#### Responsibilities:

- 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.
- Maintains accurate service logs of students.
- Duties/assignments may change to meet the needs of the school due to unforeseen circumstances
- Keeps current with technical advances at MAS.
- Other duties as assigned by each building principal.
- Be apprised of current needs for students who may have autistic needs or behavior issues.
- Move about the room during the time in the classroom to assist all students and paying particular attention to assigned caseload.

#### Key Relationships:

- Reports to the Special Education Director/Case Manager in which he/she is assigned during the school year.
- Interacts daily with the classroom teacher and students.
- From time to time, will 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
- At least 1-year experience working with children
- 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.
- Knowledgeable of the Mescalero Apache people and their culture.
- Must be able to pass a background check prior to employment.
- Will be required to pass a 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.
- Extended walking, standing or sitting required to assist students in the learning environment.
- There is an expectation of lifting objects that may be over 50 pounds.
- Work with student(s) with extensive disabilities in a wheelchair(s).

**Applications will be accepted until Thursday September 5, 2024.**

- *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**