



Human Resources Department
Pueblo of Tesuque
20 TP 828 SANTA FE, NEW MEXICO 87506

JOB ANNOUNCEMENT #2024-12-18

POSITION TITLE: Early Childhood Toddler Teacher
DEPARTMENT: Pueblo of Tesuque Early Childhood Education
SUPERVISOR: Early Childhood Director
LOCATION: Pueblo of Tesuque Early Childhood Center
POSITION STATUS: Full-Time
SALARY: \$15.00 - \$18.00 per hour plus benefits
CLOSING DATE: Open until filled.

POSITION SUMMARY

The Pueblo of Tesuque is looking for a qualified Toddler Teacher to support the education, growth, and development of young children aged 2-3 years old. The Pueblo continues to work towards creating a comprehensive early childhood program that is centered around the values, language, and culture of Tesuque Pueblo. The Toddler Teacher will support the goals and ideals to culturally promote school and community readiness – with a goal to contribute to the health, education, mental and social emotional development of each individual child. An ideal applicant will have knowledge and understanding of teaching practices, in addition to compassion and nurturing characteristics to promote positive experiences and relationships within the Early Childhood Center.

DUTIES AND RESPONSIBILITIES:

- Assist in preparing weekly lesson plans that are developmentally appropriate and include culture and language components by working with the Creative Curriculum and the Tewa Language program.
- Support the upkeep of sufficient records of each child enrolled in the Early Childhood Center that tracks the progress of learning.
- Support the development of establishing a schedule and routine for families and children enrolled that can be distributed to families/caregivers.
- Support the Early Childhood Director with reporting and implementation of the NM PreK grant.
- Continue to seek professional development opportunities and training.
- Ensuring family and community engagement is on-going throughout the year by innovative and creative methods.

- Assist in developing a process for parent-teacher conferences so families can meet twice a year.
- Support in the development of policies and procedures for the center and PreK program.
- Assist in the recruitment and enrollment of qualified children between the ages of 2-5.
- Accompanied and assists in Home Visits required by NM PreK.
- Performs other related work duties as required to meet the philosophy of the Early Childhood Center.
- Requires the duties of changing diapers and to help assist families in “potty training.”

MINIMUM QUALIFICATIONS:

- Working towards a Child Development Certificate or associate degree
- Possess a high school or GED equivalent and working towards a degree in early childhood.
- Must be First Aid/CPR Certified or willing to obtain certification.
- Be willing to work a flexible schedule for family or community events.
- Must have some experience working with children, families, and communities.
- Must be professional, friendly, courteous, and always have a cheerful outlook.
- Must maintain confidentiality.
- Preferred degree in early childhood or working toward early childhood certificate.
- Preferably speaking and understanding the Native Tewa language.
- Valid NM Driver’s license
- Preferably is certified in CPR, First Aid, and Playground Safety
- Have a desire to nurture and work with young children. Understand the confidential nature of working in an educational setting.
- Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.
- Must pass a pre-employment drug, fingerprints, background check, drivers check
- Must be insurable under Pueblo’s insurance carrier.

NATIVE AMERICAN PREFERENCE

**SUBMIT APPLICATION AND RESUME TO:
PUEBLO OF TESUQUE HUMAN RESOURCES DEPARTMENT
20 TP 828, SANTA FE, NM 87506
Or via email to: blujan@pueblooftesuque.org**

**Please attach a copy of high school /GED, college education, certification(s), or license(s).
Incomplete applications may delay or exclude consideration of your application.**