



Where Education, Culture and Community Come Together

1000 Indian School Road NW · Albuquerque, NM 87104 · P. (505)266-0992 · F. (505)266-2905

SCHOOL SUMMARY

The Native American Community Academy (NACA) is a free, public charter school within Albuquerque Public Schools (APS) that **integrates culture, wellness, language, community, family, and preparation for college** into each child's education. Our philosophy is grounded in both Native American traditions and a rigorous, modern approach to academics. We require excellence from our students, dedication from our teachers and commitment from our parents.

Employment at NACA is an amazing opportunity for educators who want to make a difference in an innovative setting. NACA Elementary will be the first of its kind in Albuquerque that ensures our students are secure in their identity, academically prepared, and healthy. Working at NACA means becoming part of a larger community and moving beyond the traditional field of education in a diverse and welcoming setting. Our school aims to develop students who not only excel academically, but who have the opportunity to integrate the school's core values.

NACA Elementary, currently serves **students in grades Kindergarten through 4th grade.**

NACA's student body is diverse with many cultural and ethnic backgrounds represented, including students from more than **37 different tribes**. Students and staff of all backgrounds are welcome at NACA.

POSITION SUMMARY

We seek Educational Assistants who are excited to foster and facilitate the intellectual and social development of our elementary school children. The chosen candidate is responsible for assisting the elementary classroom teachers in providing the tools and environment for students to develop into responsible people and the skills to succeed socially and academically.

DUTIES and RESPONSIBILITIES

- Works with individual students and small groups in the classroom to reinforce material introduced by the teacher.
- Ensures students are on-task and supervised at all times.
- Collects, prepares and arranges classroom materials.
- Assists teacher in providing direct instruction to students and leading hands-on learning experiences.
- Maintains supplies and classroom equipment as needed.

- Monitors student activities in classrooms, school grounds, hallways, lunchrooms, playground, field trips, bus loading areas, etc. and supports non-instructional classroom routines such as monitoring snacks, restrooms, etc.
- Escorts students to other locations on campus and off campus with the approval of classroom teacher.
- Interacts effectively with students, staff, parents and the overall school community.
- Complies with state-approved Code of Ethics for educators and upholds and enforces rules, administrative directives and regulations, school board policies, and local, state and federal regulations.
- Articulates and facilitates the implementation of the mission and core values of the Native American Community Academy.
- Safeguards confidentiality of privileged information.
- Shares the responsibility for the supervision and care of inventory, proper and safe use of facilities, equipment and supplies, and reports safety hazards promptly.
- Maintains professional competence through individual and staff training, in-service educational activities and self-selected professional growth activities.
- Performs other tasks related to area of responsibilities as requested or assigned by an immediate supervisor.

CERTIFICATES and LICENSES:

- All candidates must have a High School Diploma or equivalent, must be at least 18 years of age
- Must satisfactorily pass the Albuquerque Public Schools background check process
- Licensure based on State Department of Education Regulation No. 90-5

SUPERVISION RECEIVED:

Is under the direction of the NACA Elementary Head of School.

SALARY:

Minimum starting wage is \$12.00/hr.

COMMITMENT to DIVERSITY:

NACA seeks individuals of all ethnic and racial backgrounds to apply for this position, particularly those with a demonstrable and deep commitment to Native American communities and students. We are committed to maximizing the diversity of our organization, as we want to engage all those who can contribute to this effort.

CONTACT INFORMATION:

For more information, please contact the Elementary Head of School, Zane Rosette, at rosette@nacaschool.org or 505-266-0992.

To apply, please [download an application here](#), complete and send the application, along with your resume/CV and a short letter of interest to the Elementary Head of School, Zane Rosette, at rosette@nacaschool.org.