



## Keres Children's Learning Center

P.O. Box 113, Cochiti Pueblo, NM, 87072

235 Plaza St, Cochiti Pueblo, NM, 87072

505-465-2185 Fax 505-465-2423

### JOB POSTING

KCLC seeks a **Human Resources Officer** to meet employee needs; fill KCLC positions; and oversee benefits, professional development, schedules, and KCLC policies. This person will report to the Education Director and Administrator. Position is 3/4-time (30 hours per week), exempt.

The Keres Children's Learning Center (KCLC) is a private, independent, nonprofit school that uses an intergenerational approach to immersion and dual language with Montessori pedagogy to serve Cochiti children ages 2.5–12 and their families in revitalizing the Keres language while providing children a world-recognized academic curriculum that challenges their intellect and values their whole being.

### Human Resources Officer - Job Description and Requirements

#### General Duties and Responsibilities:

- Creates and updates employment contracts, job descriptions and postings
- Communicates with potential employees
- Conducts interviews; leads interview teams
- Orients new staff to KCLC
- Acts as benefits officer, oversees compensation
- Maintains employee work schedules
- Oversees and maintains KCLC Staff Policies and Procedures Handbook
- Monitors staff compliance with the policies and procedures in the employee handbook.
- Coordinates and implements evaluation cycle according to the KCLC Staff Evaluation Process, and evaluates staff on responsibilities not covered by Education Director.
- Plans for and delivers employee training and development.
- Oversees the maintenance of personnel files for all staff.
- Works collaboratively with established leadership team, Board, and staff to advance KCLC's mission.

#### Qualifications:

##### Education

- B.S. in Human Resources, Nonprofit Development, Business, Management, or Education
- Experience in human resources, management, education, or tribal administration
- Experience working directly with indigenous communities preferred

##### Skills/Mindsets

- Trained in and has experience using Anti-Biased Anti-Racist practices
- Excellent written and verbal communication and interpersonal skills
- Highly organized and able to prioritize multiple competing tasks
- Proficiency with Microsoft Suites software, Apple software, Adobe, and social media
- Strong problem-solving, analytic, and strategic thinking skills
- Ethical conduct; honors confidentiality
- Embodies the values of Cochiti Pueblo and KCLC, including the commitment to redefine indigenous education
- Takes initiative to serve KCLC's mission

### Work Environment

Work hours will be regular and predictable between 7:00 and 5:00 Monday through Friday, arranged to meet KCLC's needs and employee's preferences. There is no requirement for overtime. Work pace fluctuates; can be managed by planning ahead. There are frequent brief meetings in person, by phone, and by teleconference. There are regular weekly deadlines and some seasonal or annual deadlines. Accuracy and thoroughness are required, as well as strict discretion and confidentiality.

This position is primarily indoors, largely sedentary; routinely uses standard office equipment such as computers, phones and photocopiers.

### Physical Demands

While performing the duties of this job, the employee is regularly required to talk and hear in person, on phone, and via videoconferencing. The employee frequently is required to stand; walk; use hands to type.

### Travel

Travel is infrequent and primarily local during the business day. Occasional out-of-the-area or overnight travel may be expected. Must have reliable personal transportation.

### Other:

- Valid Driver's License
- Background check

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KCLC is an EEO employer. We exercise an American Indian hiring preference. This is a full-time, salaried, exempt position, paying a competitive wage depending on experience. Interested individuals should submit a letter of interest to [info@kclcmontessori.org](mailto:info@kclcmontessori.org) or to Keres Children's Learning Center, PO Box 113, Cochiti Pueblo, NM, 87072; (505) 465-2185.

**Application deadline 7/9/21. Position open until filled.**

### Keres Children's Learning Center Mission

KCLC strives to reclaim our children's education and honor our heritage by using a comprehensive cultural and academic curriculum to assist families in nurturing Keres-speaking, holistically healthy, community minded, and academically strong students.