

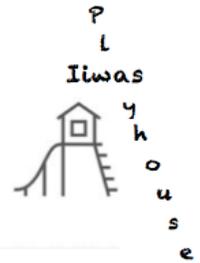


Keres Children's Learning Center

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

Iiwas Playhouse Coordinator

Iiwas Playhouse Coordinator—Reports to the Educational Director and Administrator.

Classification: Nonexempt **Position:** Parttime **Hours:** M, T, Th, F 2:00 p.m. – 6:00 p.m.

Salary Range: \$17–18/hour* August to May W 12:00 p.m. – 2:00 p.m.

*depending on experience

Background

The Keres Children's Learning Center (KCLC) is located on Pueblo de Cochiti Reservation along the Rio Grande River between Santa Fe and Albuquerque, New Mexico. KCLC is a private, independent school that uses the Montessori Method and the Keres Language to serve Cochiti children and their families in revitalizing their Keres language and in preparing the next generation of Cochiti people, equally grounded in Indigenous and mainstream education. The Infant/Toddler and Primary settings use Keres Immersion; the Elementary and Adolescent settings use Keres-English dual language best practices. KCLC's mission is 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.*

Position Summary

This is a 18-hour per week position coordinating KCLC's after-school Iiwas Playhouse program. Duties include speaking Keres to the best of ability while supervising 5–10 children ages 3 to 12, providing snack, organizing crafts and outdoor activities, coordinating with Elders and recreation provider, overseeing parent pick-up, and cleaning up.

Duties and Responsibilities

- Speaks Keres to best of ability *at all times* when children are present
- Establishes daily routines
- Works with day staff and outside contractors to coordinate all Iiwas Playhouse activities
- Supervises children for maximum safety and engagement
- Works with day staff to order food and supplies as needed; monitors supplies
- Submits Iiwas Playhouse plans for 4 snacks and at least 2 crafts weekly, according to schedule
- Plans snacks that include children in the preparation and in accordance with KCLC beliefs about food

KCLC practices traditional Cochiti beliefs about food, food preparation, eating, serving, and exercise. KCLC believes it is important to train children's minds and palates through good nutrition and cooking experiences at school by preparing and tasting healthful alternatives to unhealthy foods. KCLC supports healthy eating habits, using local and organic ingredients and avoiding processed foods.

- Takes daily attendance of children for Iiwas Playhouse records
- Has materials ready on time
- With children, cleans classroom environment for next school day
- Records observations of children on Language Observation Log
- Is patient and respectful of children and their families
- Communicates with families at pick-up

Work Environment

This work happens on KCLC's campus, primarily in the kitchen and outside. Snack is eaten with children; there is no break, though arrangements can be made with other adults for meeting needs. The schedule can be largely determined by the liwas Playhouse Coordinator; however, it is characterized by frequent interruptions and schedule changes. A noisy, busy environment with lots of child-directed activity is to be expected. Lesson plans and snack menu are to be submitted each month.

Physical Demands

This position includes daily outdoor nature walks and recess duty, in all weather. liwas Playhouse Coordinator must be able to move quickly to keep up with and monitor children's safety outdoors and indoors, as well as be able to see and hear children from a distance. It is occasionally necessary to get on the floor, reach overhead, climb stairs, stoop, kneel, crouch, or stand for extended periods of time. liwas Playhouse Coordinator must be able to carry or lift a small child of 50 pounds or less, hear and see to assure child safety, and be able to move quickly to attend to children at play, stop horseplay or rough play.

Other

- Attends weekly planning meetings.
- Attends professional development trainings.
- Participates in self-evaluation according to KCLC Staff Evaluation Process.
- Comes to work on time and is mindful of absences so as to minimize their effect on children.
- Abides by KCLC Policies and Procedures.
- Approaches KCLC with respect, professionalism, and an open heart.
- Supports the KCLC Mission and Montessori Pedagogy.
- Works collaboratively with staff.
- Fulfills duties according to rotating schedule as well as other duties as assigned.
- Speaks Keres language.
- Has a valid driver's license and vehicle.
- Undergoes background check.
- Honors confidentiality.
- Takes initiative to serve KCLC's mission.

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.

KCLC is an EEO employer. This is a part-time, hourly position, paying a competitive wage depending on experience. Interested individuals should submit a letter of interest to info@kclcmontessori.org or to Keres Children's Learning Center, PO Box 113, Cochiti Pueblo, NM, 87072; (505) 465-2185.

Position open until filled.