**Keres Children's Learning Center**
P.O. Box 113, Cochiti Pueblo, NM, 87072
235 S. Plaza St., Cochiti Pueblo, NM, 87072
PHONE 505-465-2185
KCLCMontessori.org / info@KCLCMontessori.org

INDIGENOUS MONTESSORI INSTITUTE

# Keres-Speaking On-Call Substitute Job Posting

**Classification**: Non-Exempt

**Keres-Speaking On-Call Substitute** — Reports to Head of School and Interim Director of Operations

- Speaks Keres at all times with other 1st-language and 2nd-language Keres-speaking adults.
- Speaks Keres at all times when children are present.
- Daily substitute, potentially subbing in any setting (Infant-Toddler to Adolescent) or anyplace else as needed (e.g., kitchen, Iiwas Playhouse, custodian)
- Childcare for Parent Seminar- once a month on Monday evenings (5:30-7:30 pm)
- Follows provided lesson plans and established daily routines
- Maintains children's safety, discipline, and engagement in the classroom and outside
- Works with teaching staff to provide consistency and continuity for children
- With children, cleans classroom environment for next school day
- Records observations of children on teacher-provided lesson plans
- Records observations of children's Keres language on Language Observation Log
- Communicates with absent staff member about the lessons, lesson plans, children, and overall progress of the day
- Centers ABAR goals (self-love, embrace people, identify unfairness, act justly)
- Collaborates with staff to execute KCLC mission.
- Responds to communication in a timely manner (within 1 business day).
- Is present for duties according to schedule or request.

## Other

- Is patient and respectful of children and their families.
- Receives feedback professionally.
- 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, Montessori Pedagogy, and accreditation.
- Works collaboratively with staff.
- Fulfills other duties as assigned.
- Participates in regular health, safety, and deep cleaning activities.
- Honors confidentiality.
- Takes initiative to serve KCLC's mission.
- Clarifies questions about the job description and other expectations