



## ***DUCKWATER SHOSHONE TRIBE***

511 Duckwater Falls Road, P.O. Box 140068

Duckwater, Nevada 89314

(775) 863-0227 Phone

(775) 863-0301 Fax

### **JOB ANNOUNCEMENT**

**TITLE:** Elementary School Teacher K-8  
**SALARY:** Negotiable based on Experience and Certification  
**OPENING DATE:** November 1<sup>st</sup>, 2023  
**CLOSING DATE:** Opened until filled  
**LOCATION:** Duckwater Shoshone Reservation

#### **DEFINITION:**

Under the direct supervision of the Education Manager. The Duckwater Shoshone Elementary School Teacher is responsible for teaching in a multi-grade classroom, K-8. The teacher will be responsible for planning and carrying out the instructional program of DSES. The teacher, in cooperation with the administrator and Education Committee, will provide a quality learning environment that promotes individual student success.

Applicants must have a Nevada Teaching License for Elementary K-8 or license from another State in elementary K-8 with the understanding that they must be able to attain a Nevada License within 4 months of hire date.

#### **Specifically, the teacher will:**

1. Collect information concerning the learning level and needs of each student assigned to the class.
2. Develop learning targets for each child in reading, math, language arts, social studies, and science.
3. Plan instruction: assist students in achieving learning targets, and accurately record student progress.
4. Encourage each child to learn at the maximum rate appropriate for that child to receive a quality education.
5. Provide a program of awareness instruction in Art and PE, as needed.
6. Report regularly to parents (nine weeks) regarding the progress of their child and, where appropriate, work with the parent to assist help the child's progress.
7. In cooperation with the Education Administrator, develop a discipline plan that is consistent with the policy, philosophy, mission, and beliefs of DSES.
8. Work collaboratively with the Administrator and other school staff to plan and coordinate the activities of the school, which includes attending staff meetings.

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9. Work collaboratively with the Administrator to identify, and plan staff development activities.
10. Will attend and participate in all staff training sessions or meetings.
11. Will assist support staff with their instructional planning and curriculum development activities.
12. Responsible for teaching Kindergarten through eighth grade, all subjects in accordance to the Nevada Common Core Standards. (Grade level assignment typically will span 4 grade levels).
13. Will work with the Administrator to mediate conflicts.
14. Will be responsible for reporting to the Administrator, and to carry out the reasonable requests and directions of the school Administrator.
15. Will be responsible for performing reasonable extracurricular activities as directed by the School Administrator.
16. Will submit student lesson plans to the School Administrator as requested.
17. Will be responsible for ensuring that student records are in compliance with all requirements of the Tribe and Federal Government.
18. Will be responsible for ensuring the implementation of IEPs for Special Education students.
19. Teach according to the educational needs, abilities and achievement of the individual students and groups of students.
20. Participating in after school programs and events, such as family night and Christmas program.

#### **QUALIFICATIONS:**

- **Must have a Nevada State issued Driver's License and be insurable under the Duckwater Shoshone Tribe's Insurance Policy. If a driver's license does not accompany application, the applicant will not be considered.**
- Must be able to pass a thorough background investigation.
- Must be able to pass a drug screening.
- Must have Nevada Teaching License for Elementary K-8
- Experience in a multi-grade classroom.
- Must be able to accept direction.
- Must be a self-starter, self-motivated and able to work well without constant supervision.

**INDIAN PREFERENCE:**

Preference will be given to all qualified Duckwater Shoshone Tribal members first; all other Indian's second and non-Indian's third in accordance with federal requirements.

**APPLICATIONS:**

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Applications may be picked up at the Duckwater Shoshone Tribal Administration Office or [www.duckwatertribe.org](http://www.duckwatertribe.org)

**Applications must be complete and include a cover letter and resume.**

**Applications may be:**

Mailed or Hand Delivered to:

Duckwater Shoshone Tribe  
Attention: Shalene Mike-Collins, Human Resources  
511 Duckwater Falls Road  
P.O. Box 140068  
Duckwater, Nevada 89314

Email to [hr.enroll@duckwatertribe.org](mailto:hr.enroll@duckwatertribe.org)