



# MOAPA BAND OF PAIUTES

Moapa River Indian Reservation

P.O. Box 340

Moapa, NV 89025

Telephone: (702) 865-2787

Fax: (702) 865-2875

**Title:** Substitute Teacher  
**Supervisor:** Site Administrator  
**Salary:** Daily Rate (Grant Funded)  
**Opens:** January 27, 2023  
**Closes:** February 10, 2023

## **RESPONSIBILITIES:**

This position is responsible for assisting and communicating with parents about their child(ren)'s education. They will teach the children at the Moapa Academic and Cultural Empowerment for Students (ACES) program. The Substitute Teacher will provide a safe, nurturing, engaging environment that provides culturally, developmentally appropriate educational programming for children in cooperation with primary goals of the 21<sup>st</sup> Century Grant Program.

- Provide and assist with lesson plans and activities
- Work with MBOP's Education Committee and ACES Site Coordinator to ensure the program runs appropriately
- Maintain a safe and secure sit location with emergency information and procedures
- Communicate daily with school-day teachers, students, parents, and other staff
- Maintain a direct connection to the regular school day and address specific needs of students within the program activities
- Other duties assigned by Tribal Administrator

## **QUALIFICATIONS:**

- Valid ID or Driver's license
- Valid State of Nevada, Department of Education License
- Bachelors/Master's Degree in education and/or college credits in education
- Ability to communicate and work with others
- Maintain confidentiality
- Knowledge of Microsoft Office
- Must complete a background check including drug testing
- Possess or able to obtain CPR/First Aid Certification

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**Applications available/accepted at:** Moapa Band of Paiutes, 1 Lincoln Street, P.O. Box 340, Moapa, NV 89025  
Indian Preference Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended