



# Ohkay Owingeh Community School

Request for Proposals

## Substitute Teachers

### Scope of Work

Ohkay Owingeh Community School is accepting proposals for Substitute Teachers to maintain direct supervision of students before, during and after school while following a NMPED licensed teacher created lesson plan that continues the educational goals and objectives of OOCS. Substitutes will follow the regular school day and perform any duties related to their substitute position or any other duties assigned by OOCS Principal.

### Proposal Submission Deadline

All proposal submissions are to be turned into the Human Resources Department. If the proposal submission is missing any of the required documents the proposal will not be considered. Additional questions please contact Human Resources at (505) 852-6146 or Claudia Sena OOCS Principal at (505) 927-5991.

### Proposal Requirements

- **At least 2 years professional experience working with children/adolescents or similar experience**
- **Valid NMPED Substitute License or willingness to obtain one**
- **Bilingual/Bi-Cultural Preferred**
- **Must successfully pass a pre-employment drug screen and background investigation**
- **Possess a valid New Mexico Driver's License**
- **No felony convictions or gross misdemeanors within the past ten years**