Hunters Point Boarding School, Inc.

Position Description

POSITION TITLE: Navajo Language/Culture Teacher  CONTRACT TERM: 10 Months
SUPERVISOR: Project Director  CLASSIFICATION: Exempt
SALARY: Classified  DATE APPROVED: April 10, 2017

PRIMARY RESPONSIBILITY:
To create a Navajo Language/Cultural curriculum and program, in addition to a class environment favorable to learning and personal growth; establish effective rapport with pupils to develop skills, attitude and knowledge needed to provide a good foundation for Navajo Language and Culture in accordance with each pupil’s ability; to establish good relationships with parents and with other staff members. Responsible for training and monitoring of teachers to implement the Navajo language and Culture curriculum and program. Serve as an advisor to Hunters Point Boarding School, Inc. staff for Navajo language, culture, customs and traditions.

ADHERENCE TO: Hold a firm belief and commitment to HPBS philosophy, vision and mission.

QUALIFICATIONS:
1. B.A. or B.S. degree required in education at the elementary level. M.A. degree preferred.
2. Must have Navajo American Language, Pre-K-12 Navajo Certification.
3. Able to read, write, and speak the Navajo Language and English fluently.
4. Five or more years’ experience working in a classroom setting.
5. Knowledge and experience working with Arizona Common Core Standards, Diné Content Standards, and Curriculum development required.
6. Knowledge and experience developing instructional plans using student data disaggregation and analysis.
7. Knowledge and experience of the principles, practices, techniques and methods of education.
8. Knowledge and experience of the principles, practices, and techniques of lesson plan development.
9. Knowledge and experience of the principles, practices, techniques, and methods of integration of Dine cultural programs.
10. Knowledge and experience in working with students for successful completion of assignments and activities.
11. Knowledge and experience in identifying and working with behaviors resulting from variety of emotional, physical and/or psychological disorders.
12. Excellent written and oral communication skills.
13. Knowledge and experience providing differentiated instruction, particularly with Navajo students.
14. Willing to provide after school and possibly weekend tutoring for student academic progress.
15. Specialized training in working with at-risk students. Ability to work with Navajo students in a bilingual and bicultural setting.
16. Computer literate
17. Fluency in Navajo is highly recommended.

GENERAL RESPONSIBILITIES AND DUTIES:
1. At all times in the presence of students and staff and their families, exhibit the conduct, demeanor speech, and attitudes that exemplify the values and behavior expected of the students of the Hunter’s Point Boarding School, Inc.

2. Serve as an appropriate adult role model for students.

3. Exhibit, at all times while employed by Hunter's Point Boarding School, Inc., sensitivity and respect for the Navajo people, their culture and traditions.

4. Comply with all provisions of the Personnel Policy Manual and with all provisions of all other duly adopted Governing Board policies, procedures, directives and manuals.

5. Perform additional duties as assigned, including those related to functions and activities outside normal duties and hours of work.

6. At all times act so as to promote and protect the safety and welfare of all Hunter’s Point Boarding School, Inc. students, staff and the Hunter’s Point Boarding School, Inc. Governing Board.

7. Keep immediate supervisor informed, regularly and as needed, of all significant problems, progress and activities of all offices, departments, programs and personnel under incumbent’s supervision.

8. Attend staff and other meetings as assigned, promptly as scheduled and participate actively and positively in all such meetings and activities.

9. Ensure the security of all property, equipment, machinery, tools, materials and supplies under the control of the incumbent and that they are used only for the proper business of the Hunter’s Point Boarding School, Inc.

**DUTIES AND RESPONSIBILITIES:**

1. Coordinate the K-8 Navajo Language and Culture program.

2. Manage the program by completing reports and maintain files.

3. Communicate and collaborate with K-5 teachers to ensure that Navajo Language and Culture is implemented in all subject areas.

4. Develop, revise, and update the Navajo Language and Culture curriculum, lesson plans, instructional materials that are relevant to HPBSI students.

5. Train Special Education Teacher Assistants to implement the Navajo language and culture program.

6. Train and monitor the Teachers to implement the Navajo Language and culture program at all grade levels.

7. Coordinate Navajo Language fairs, traditional teaching and challenging activities using various resources.

8. Encourage and monitor students to take pride in their Navajo heritage.

9. Provide sharing or performing experiences for students to read, speak, sing and create using their talents in Navajo language and culture.

10. Teaching the Navajo Language in reading, language arts, social studies, mathematics, science, art, spelling, health and other assigned courses to students in the classroom utilizing course of study adopted by the School Board.

11. Instruct students in citizenship and basic subject matter specified in state law and administrative regulations and procedure of the school.

12. Provide individualized and small group instruction in order to adapt the curriculum to the needs of each student.

13. Evaluate student’s academic and social growth, keep appropriate records and prepare progress reports.

14. Communicate with parents through conferences and other means to discuss student’s progress and interpret the school program.
15. Identify student needs and cooperate with other professional staff members in assessing and helping pupils solve health, attitude and learning problems.

16. Create an effective environment for learning through functional and attractive displays, bulletin boards and interest centers.

17. Maintain professional competency.

18. Participate cooperatively the appropriate administrator to develop the method by which the teacher will be evaluated in conformance with set guidelines.

19. Assist in the selection and requisition of books and instructional aids; maintain required inventory records.

20. Supervise students in out-of-classroom activities during the assigned working day.

21. Administer group standardized test and other approved tests in accordance with set testing program.

22. Participate in curriculum development program as required.

23. Participate in faculty committees and the sponsorship of student activities.

24. Attend and participate in committee meeting, in-service trainings and related activities consistent with duties and school improvement outlined in Section 1114 Plan.

25. Perform other duties as assigned by supervisor, including those related to functions and activities outside normal duties and hours of work.

OTHER REQUIRED RESPONSIBILITIES:

1. Attends staff meetings and all required school in-service program activities;

2. Be responsible for discharging instructional and non-instructional school-related activities (i.e. playground and lunch room duty);

3. Be responsible for own involvement as a contributing member involving group decisions and the development of a positive, cooperative building environment

4. Be responsible for following accountability procedures; know and observe Governing Board policies and procedures;

5. Accounts for school and school property, as required;

6. Advises administration management immediately of needed repairs, replacements and unsafe building conditions;

7. Reports to work daily at times assigned and remains through time prescribed in accordance with HPBS policy;

8. In the event of absence, reports to immediate supervisor within the specific time to ensure coverage of classroom;

9. Remains in school after dismissal of students, as necessary to complete daily duties, attend teacher and committee meetings and hold parent conferences;

10. Become familiar and implements HPBS Emergency Response Plan and Continuity of Operations Plan (CoOP);

11. Provides Quality Customer Service;

12. Performs other duties as assigned.

PERSONNEL EVALUATION:

Performance of this position will be evaluated a minimum of two (2) times per year in accordance with provisions from the Governing Board Policy and Procedures Manual.

NOTE: This position description is subject to review and change.
Navajo Preference: Preferential consideration for employment will be given to person of documented Navajo, American Indian or Alaskan Native Tribal membership who meets the qualifications above, in accordance with the requirements of P.L. 100-297 and Navajo Preference Act.

ACKNOWLEDGEMENT

By signing this, I acknowledge that I have read and understand the position description. I certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

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EMPLOYEE SIGNATURE      DATE