

Hunters Point Boarding School, Inc.



Position Description SY 2024-2025

POSITION TITLE:	Dine Language Culture Teacher	CONTRACT TERM:	10-Month
SUPERVISOR:	Principal	CLASSIFICATION:	Exempt
SALARY:	Certified	DATE APPROVED:	2/14/2024

PRIMARY RESPONSIBILITY:

The primary responsibility of this position is to develop a Navajo Language/Cultural curriculum and program and create a class environment that is conducive to learning and personal growth. The role involves building effective relationships with student to help them acquire the skills, attitudes, and knowledge required to establish a solid foundation in Navajo Language and Culture based on their individual abilities. to establish good relationship 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 on matters related to Navajo language, culture, customs, and traditions.

QUALIFICATIONS:

1. B.A. or B.S. degree required with a degree in education at the elementary level. M.A. degree preferred.
2. Must have Native American Language, Arizona K-12 Teacher Certification.
3. Able to read and write and speak the Navajo Language and English fluency.
4. Five or more years' experience working in a classroom setting.
5. Knowledge and experience working with Arizona Common Core 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. Excellent written and oral communication skills.
11. Knowledge and experience providing differentiated instruction, particularly with Navajo students.
12. Willing to provide after school tutoring for student academic progress.
13. Ability to work with Navajo students in bilingual and bicultural setting.
14. Must be computer literate.
15. Have or be able to obtain First Aid/CPR certification, Defensive Driving- GSA certification, and Food Handlers Permit upon hire.
16. Pass a comprehensive background check by meeting the minimum standards of character as defined by the Indian Child Welfare and Protection Act.
17. Ability to communicate in Navajo is recommended.

18. Meet the minimum physical requirements to be able to stand, walk and being able to lift 20 pounds.
19. Possess a valid Driver's license with insurable driving record.

RESPONSIBILITIES AND DUTIES:

1. Complete reports and maintain files pertaining to the Navajo Language and Cultural Program
2. To ensure that Navajo Language and Culture is implemented in all subject areas.
3. Assist in develop, revise, and updating the Navajo Language and Culture curriculum, lesson plans, instructional materials that are relevant to HPBSI students.
4. Establish learning objectives, which include the current district guidelines and objectives that is founded in Dine' principles of learning.
5. Must understand the Navajo education philosophy, as applied to the seasonal Traditional teachings, i.e. Winter stories, fall, winter, spring activities, etc.
6. Provide instruction based on established objectives and individual student needs. Instruction will include appropriate modeling, active student involvement, guided and independent practice, evaluation, monitoring and adjusting of instruction, and closure.
7. Maintain positive effective classroom management procedures, which follow school guidelines.
8. Monitor halls, bus unloading and loading, cafeteria, and surrounding school areas that require supervision before, between and after school as your schedule at the school is defined.
9. Maintain appropriate student records and documentation (REPs, grades, mandated reports, etc.)
10. Continue to grow professionally through appropriate staff development opportunities and obtain a minimum of 15 clock hours of staff development each year.
11. Adhere to all board policies and /or rules, federal and state regulations as it pertains to education.
12. Demonstrate knowledge of subject(s) taught, integrating the Dine' concepts as outlined in curriculum.
13. Be familiar with and be able to implement curriculum mapping and course syllabus for each content area; according to the Navajo Theme Based concepts, the State Common Core Standards, and the Navajo Nation Dine Education Standards.
14. Be responsible for own involvement as a contributing member involving group decisions and the development of a positive, cooperative building environment
15. Be responsible for following accountability procedures; know and observe Governing Board policies and procedures.
16. Responsible for enforcing school approved discipline plan as necessary.
17. In the event of absence ensures coverage of classroom.
18. Remains in school after dismissal of students, as necessary to complete daily duties.
19. Exhibit professional competent standards and behavior expected of staff at Hunters Point Boarding School, Inc. in accordance with the HPBSI Policy and Procedures Manual.
20. Exhibit cultural sensitivity and respect for all individuals at Hunters Point Boarding School, Inc.
21. Comply with all provisions in the HPBSI Policy and Procedures Manual and any duly adopted Governing Board amendments, and policy modifications.
22. Promote and protect the safety and welfare of all Hunters Point Boarding School, Inc. students, staff, and stakeholders.

23. Report any problems that may be a threat to the safety and wellbeing of HPBSI students, staff, stakeholders, or visitors.
24. Use and maintain any HPBSI property or equipment in good working order and report any problems to the appropriate supervisor.
25. Be knowledgeable and participate in guidelines stated in the Continuity of Operations Plan (COOP) as necessary.
26. Maintain confidentiality as outlined in the HPBSI Policy and Procedures Manual.
27. Perform additional duties as assigned.

PERSONNEL EVALUATION:

The Performance of this position will be evaluated according to the guidelines outlined in the HPBSI Policy and Procedures Manual. This position description may be subject to review and change as approved by the Governing Board. This position is dependent on available funds.

ACKNOWLEDGEMENT

By signing below, I confirm that I have read and fully understand the position description. I agree to perform the duties and responsibilities outlined in this position description and confirm that I meet the minimum qualifications required for this position.

EMPLOYEE SIGNATURE

DATE