

Hunters Point Boarding School, Inc.



Position Description SY 2025-2026

POSITION TITLE:	Education Technician	CONTRACT TERM:	10 Months
SUPERVISOR:	Principal	CLASSIFICATION:	Non-Exempt
SALARY:	Classified	DATE APPROVED:	2/14/2024

PRIMARY RESPONSIBILITY:

Provides teacher assistance which will enable students to master skills appropriate for age, grade level and individual capacity. To assist teacher in classroom management, and other tasks relating to the production, organization, and operation of effective instruction.

QUALIFICATIONS:

1. AA Degree in education or related field is required.
2. Three (3) or more years working with students in a school or related work experience field is required.
3. Two (2) or more years of experience in working with at-risk students is preferred.
4. Must have desire to work with students of all ages and varying learning levels.
5. Experience working with students with special needs is preferred.
6. Demonstrated ability to work successfully with staff, parents, and stakeholders is required.
7. Must be computer literate in the use of a variety of computer software.
8. Excellent communication skills are required.
9. Must be willing to provide after school tutoring.
10. Have or be able to obtain First Aid/CPR Certification, Defensive Driving- GSA certification, and a Food Handlers Permit upon hire.
11. Pass a comprehensive background check by meeting the minimum standards of character as defined by the Indian Child Welfare and Protection Act.
12. Ability to communicate in Navajo is recommended.
13. Meet the minimum physical requirements.
14. Possess a valid Driver's license with insurable driving record.
15. Must be able to lift 20 pounds. 40% of time standing, 30% of time spent walking and 30% of time spent sitting. Must have average hearing and visual acuity.

RESPONSIBILITIES AND DUTIES:

1. Assists with classroom management.
2. Provides support in the library, classroom, or direct instructional services under the supervision of a teacher.
3. Assist teacher with implanting the school's instructional program as required.

4. Responsible for aiding the teacher in improving student achievement such as reading to students, listening to students read, providing one-to-one instruction, directing small-group work, or physically assisting students.
5. Understands and uses clearly articulated learning targets-ones.
6. Assists the teacher by using instructional strategies (Differentiated Instruction and Sheltered English Instruction).
7. Responsible for assisting teacher in enforcing school approved discipline plan.
8. Provides Quality Customer Service.
9. Exhibit professional competent standards and behavior expected of staff at Hunters Point Boarding School, Inc. in accordance with the HPBSI Policy and Procedures Manual.
10. Exhibit cultural sensitivity and respect for all individuals at Hunters Point Boarding School, Inc.
11. Comply with all provisions in the HPBSI Policy and Procedures Manual and any duly adopted Governing Board amendments, directives, and policy modifications.
12. Promote and protect the safety and welfare of all Hunters Point Boarding School, Inc. students, staff, and stakeholders.
13. Report any problems that may be a threat to the safety and wellbeing of HPBSI students, staff, stakeholders, or visitors.
14. Use and maintain any HPBSI property or equipment in good working order and report any problems to the appropriate supervisor.
15. Be knowledgeable and participate in guidelines stated in the HPBSI Re-entry Plan, and Continuity of Operations Plan (COOP) as necessary.
16. Maintain confidentiality as outlined in the HPBSI Policy and Procedures Manual.
17. 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