

# Hunters Point Boarding School, Inc.



## Position Description SY 2026-2027

<b>POSITION TITLE:</b>	Teacher	<b>CONTRACT TERM:</b>	10-Month
<b>SUPERVISOR:</b>	Executive Director	<b>CLASSIFICATION:</b>	Exempt
<b>SALARY:</b>	Certified	<b>DATE APPROVED:</b>	2/14/2024

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### PRIMARY RESPONSIBILITY:

Develop each student's subject area skills and ensure understanding of subject material as required by the lesson plan and curriculum. Provide structured classroom management, practical instruction, and assessments that reflect each student's learning. Work with parents, staff, and students to improve subject area knowledge and skills.

### QUALIFICATIONS:

1. Bachelor's degree in education or related field is required.
2. Master's degree preferred.
3. Must meet the Highly Qualified Classification as required.
4. Must have an Arizona K-12 Teacher Certification or able to reciprocate licensure to Arizona.
5. Five (5) or more years' experience working in a classroom setting is required.
6. Knowledge and experience working with students with special needs is preferred.
7. Knowledge and experience working with Arizona Common Core Standards and Curriculum development required.
8. Knowledge and experience developing instructional plans using student data is required.
9. Knowledge and experience in lesson plan development is required.
10. Knowledge or experience integrating a Dine cultural program.
11. Excellent communication skills.
12. Knowledge and experience providing differentiated instruction is required.
13. Ability to provide after school instruction is required.
14. Must be computer literate in the use of a variety of software.
15. Previous experience with Native Start is preferred.
16. Have or be able to obtain first aid/CPR certification, Defensive Driving- GSA certification, and a Food Handlers Permit upon hire.
17. Pass a comprehensive background check by meeting the minimum standards of character as defined by the Indian Child Welfare and Protection Act.
18. Ability to communicate in Navajo is recommended.
19. Meet the minimum physical requirements to be able to stand and walk for extended periods and to lift 20 pounds.
20. Possess a valid Driver's license with insurable driving record.

## RESPONSIBILITIES AND DUTIES:

1. Establish learning objectives and lesson plan for the students.
2. Must understand the Navajo education philosophy and incorporate cultural components as required.
3. Determine appropriate program of study to meet the needs of students.
4. Provide instruction based on established objectives and individual student needs, with instruction to include modeling, active student involvement, guided and independent practice, evaluation, monitoring and adjusting of instruction, and closure.
5. Motivate students to maximize their learning potential.
6. Maintain high expectations for instruction and all students.
7. Maintain positive effective classroom management procedures.
8. Monitor halls, bus unloading and loading, cafeteria, and other school areas that require supervision before, between and after school as scheduled.
9. Maintain appropriate student records and documentation (grades, reports, etc.)
10. Demonstrate knowledge of subject(s) taught, integrating the Dine' concepts as outlined in curriculum.
11. Be familiar with current literature relating to subject being taught.
12. Be familiar with and be able to implement curriculum mapping and course syllabus for each content area, according to applicable standards.
13. Be familiar with strategies for developing curriculum, especially curriculum construction related to Curriculum Mapping.
14. Responsible for enforcing school approved discipline plan as necessary.
15. Reports any needed repairs, replacements, and unsafe building conditions as necessary.
16. In the event of absence ensures coverage of classroom.
17. Remains in school after dismissal of students, as necessary to complete daily duties.
18. Provides quality customer service.
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, directives, 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 HPBSI Re-entry Plan, and 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.

*Tsé Náshchii' Ólta gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act*

**Disclaimer:** The information in this position description has been designed to indicate the general nature of work performance by an employee of Tsé Náshchii' Ólta for this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed to ensure the continued operations and services for Tsé Náshchii' Ólta.

The performance of this position will be evaluated on an annual basis, which evaluation will consider the coach's effectiveness in fulfilling the assigned duties and complying with the School's expectations. 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.

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EMPLOYEE SIGNATURE

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DATE