

WINSLOW RESIDENTIAL HALL, INC.

POSITION DESCRIPTION

Title: *Native Language and Culture Instructor* **Part Time**
Schedule Terms: 10 Months
Salary Classification: Non-Exempt

Winslow Residential Hall, Inc., complies with the Navajo Preference in Employment Act (NPEA).

GENERAL STATEMENT OF RESPONSIBILITIES: Under the direct supervisor of the Homeliving Supervisor and provides effective and meaningful instruction to students in Navajo/Native language and culture. Serves as a strong positive character model for students, while maintaining a positive working relationship with students, parents, staff, schools, and community, and tribal organizations.

QUALIFICATIONS

EDUCATION, TRAINING & EXPERIENCE:

- 32 post-secondary semester credit hours in an applicable academic discipline, including fields related to working with children such as child development, education, behavioral sciences, and cultural studies; Associate's Degree with ESL Endorsement in Navajo Language and Culture and/or secondary endorsement preferred;
- Ability to speak and/or understand the Navajo language and familiarity with Navajo culture, customs, and traditions;
- At least two (2) years related work experience in teaching;
- Must be highly motivated with excellent verbal and written communications skills;
- Have knowledge and implement Navajo nation language & culture standards;
- Must possess effective teaching skills;
- Ability to read and follow procedural plans with little supervision required;
- Must have functional knowledge of peripheral residential operation;
- Must have high level organizational and planning skill;
- Ability to work well with staff and public;
- Ability to effectively conduct research to compile reports as needed;
- Successful completion of all background checks (Federal, State, and Navajo Nation/Local);
- Valid Arizona driver's license.

DUTIES AND RESPONSIBILITIES:

- Understand and fully comply with (1) all WRHI policies, procedures, and regulations, (2) supervisor's directives, guidance, and performance plans, and (3) this position description;
- Maintain good and timely attendance;
- Have knowledge of the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications, and the Emergency Response Guide;
- Take ultimate responsibility and exercise accountability for all aspects of the activities and operations related to this position;
- Communicate openly, effectively, professionally, respectfully with co-workers and others;
- Provide individualized and small group instruction;
- Prepare curriculum based on Department of Dine Education (DODE) requirements;
- Assist students with instruction in identified areas of Navajo language and culture and other native languages and cultures;
- Maintain contact with the school district personnel so as to provide the most meaningful instruction possible;
- Maintain confidential accurate records concerning students' attendance, effort, and progress;

- Prepare and submit regular monthly reports to the Homeliving Supervisor and the Board
- Work with public school personnel to provide services for all students and especially those students that require additional support, and services due to their disability;
- Maintain a high level of ethical behavior and confidentiality of information on student related issues;
- Assist with general residential activities as assigned;
- Knowledge of P.L. 101-630, **Indian Child Protection and Family Violence Prevention Act**;
- Knowledge of P.L. 101-647, **Crime Control Act of 1990**;
- Other duties as assigned and/or other duties which are necessary or appropriate for the duties and responsibilities of this position.

PHYSICAL REQUIREMENTS: Must submit to a physical examination from a licensed physician for each contract year.

EVALUATION PROCEDURE: In accordance with provisions specified in personnel policy and procedure.

SUPERVISION RECEIVED: 21st Century Coordinator/ Tutor.

SUPERVISION GIVEN: Students.

CERTIFICATION

I have read and understand the foregoing position description. I had an opportunity to ask questions with regard to any and all statements contained in the position description. I represent that I meet the qualifications for the position and will diligently perform the duties and responsibilities set forth in the position description. This certification is made with the acknowledgment that this information is to be used for statutory purposes relating to the appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations or Winslow Residential Hall, Inc., policies, and may result in non-hiring and/or termination.

REVIEWED BY: _____
Native Language and Culture Instructor

DATE: _____

REVIEWED BY: _____
21st Century Learning Coordinator/Tutor

DATE: _____