

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 supervision of the 21st Century Community Learning Center Project Coordinator/Tutor and provides effective and meaningful instruction to students in Navajo 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:

- A. 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;
- B. Must speak and understand the Navajo language and familiarity with Navajo culture, customs, and traditions;
- C. Minimum of one (1) year related work experience in teaching;
- D. Knowledge and implement NN Standards of Navajo language & culture standards;
- E. Completion of an above-satisfactory scores on all job interviews, demonstrating to the satisfaction of the interviewees and WRHI that the applicant can perform the essential functions of the job;
- F. Successful completion of and positive results from all background and reference checks, including positive employment references from authorized representatives of past and current employers demonstrating to the satisfaction of WRHI a record of satisfactory performance and that the applicant can perform the essential functions of the job;
- G. Successful completion of fingerprint clearance requirements, physical examinations, and other screenings indicating that the applicant is qualified to be employed by WRHI and demonstrating to the satisfaction of WRHI that the applicant can perform the essential functions of the job;
- H. Submission of all required employment-related documents, applications, resumes, references, and other required information free of false, misleading or incomplete information, as determined by WRHI;
- I. Computer knowledge of different software applications, including, NASIS, Native Star, Microsoft Office, ADP, Internet Explorer, etc.
- J. Valid government issued driver's license required.

DUTIES AND RESPONSIBILITIES:

- A. 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;
- B. Maintain good and timely attendance;
- C. Develop and strengthen an after-school program of extra-curricular and academic activities for students in grades 7th-12th, based on Department of Dine Education (DODE), NN Standards.
- D. Assist students with instruction in identified areas of Navajo language and culture and other native languages and cultures;
- E. Have an understanding of Department of Dine Education (DODE) Cultural and Language assessments and giving assessments;
- F. Ability to create, monitor, implement and evaluate various formative assessments to monitor student understanding
- G. Maintain excellent program file and data management;
- H. Experience must include developing and delivering presentations;
- I. Support to parents and families of WRHI
- J. Develop and maintain positive student and parent relations;
- K. Experience working with at-risk youth;
- L. Coordinate, facilitate, and participate in parent meetings.

WINSLOW RESIDENTIAL HALL, INC.

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- M. Provide individualized and small group instruction;
- N. Involvement with WUSD school affiliated activities;
- O. Coordinate with public school personnel to provide services for all students and especially those students that require additional support, and services due to their disability;
- P. Maintain contact with the school district personnel so as to provide the most meaningful instruction possible;
- Q. Maintain confidential accurate records concerning students’ attendance, effort, and progress;
- R. Maintain a high level of ethical behavior and confidentiality of information on student related issues;
- S. Prepare and submit regular monthly reports to 21ST CCLC/Tutor, Homeliving Supervisor and/or the Board.
- T. Communicate openly, effectively, professionally, and respectfully with co-workers and others;
- U. Comply with the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications, and the Emergency Response Guide;
- V. Comply with 25 CFR Part 36 Subpart G Homeliving Programs.
- W. Comply with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act;
- X. Comply with P.L. 101-647, Crime Control Act of 1990;
- Y. 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 Community Learning Center Project Coordinator/Tutor

SUPERVISION GIVEN: None.

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: _____

DATE: _____

Native Language and Culture Instructor

REVIEWED BY: _____

DATE: _____

21st CCLC/Tutor

REVIEWED BY: _____

DATE: _____

Homeliving Supervisor

REVISED: 12/3/2023 & **APPROVED BY BOARD: 01/09/2024**

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