

**POSITION DESCRIPTION**  
**Winslow Residential Hall, Inc.**

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

WRHI complies with the Navajo Preference in Employment Act (NPEA). WRHI gives preference in employment to qualified applicants who are enrolled members of the Navajo Nation and, in certain cases, spouses of enrolled members of the Navajo Nation.

**GENERAL STATEMENT OF RESPONSIBILITIES:** Provides effective and meaningful instruction to students in Navajo/Native Language and Culture. Provides instruction in both individual and small group settings. Serves as a strong positive character model for students, while maintaining a positive working relationship with students, parents, staff, public school staff, and various community and tribal organizations.

**PRINCIPAL DUTIES:**

- 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;
- Exercise sound judgment and discretion with respect to any matter not specifically addressed by WRHI's policies, procedures, and regulations and/or this Position Description;
- 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, and respectfully with co-workers and others;
- Provide individualized and small group instruction;
- Prepare curriculum based on 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;
- 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;
- Other duties as assigned and/or other duties which are necessary or appropriate for the duties and responsibilities of this position.

**QUALIFICATIONS:**

**ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE:**

A qualified candidate will possess any appropriate combination of some or all of the following qualifications:

- 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;
- At least two (2) years related work experience in teaching;
- Have knowledge and implement Navajo Nation Language & Culture Standards;
- Must possess effective teaching skills;
- Must be knowledgeable of academic skills in language;

- Ability to read and follow procedural plans with little supervision required;
- Must have functional knowledge of peripheral dormitory 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;
- Ability to speak and/or understand the Navajo language and familiarity with Navajo culture, customs and traditions;
- Successful completion of all background checks (state, federal and Navajo Nation), fingerprint clearance requirements, and physical examinations and screenings;
- Submission of all required employment-related documents, including without limitation proof of eligibility to work in the U.S.A., applications, resumes, references, certifications and licenses, and forms free of false, misleading and/or incomplete information;
- Incumbents of this position are subject to random drug testing;
- Successful completion of all interviews, receiving an aggregate score of at least 80%;
- Any conditions or qualifications required by the employee's employment contract;
- Current certification in First Aid and CPR;
- Valid Arizona driver's license;
- Ability to obtain Food Handler Certification;
- Current Arizona and Navajo Nation motor vehicle driving record on file;
- Must submit a current GSA Form 3607;
- Must be insurable under WRHI's insurance policy;
- Must be highly motivated with excellent verbal and written communications skills;
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three employment positions.

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

**COMMITMENT AND DEPENDABILITY:** Must be an integral member of a successful team and be dedicated to the provision of the highest level of service to WRHI.

**PERFORMANCE EXPECTATIONS:**

**TIME MANAGEMENT:** Routine work with limited supervision provided by administration.

**PUBLIC CONTACT:** Interacts primarily with students and other employees.

**RESPONSIBILITY:** Must use own initiative and judgment in performing job with a high degree of confidentiality; responsible for keeping adequate amounts of supplies, materials and other related office items in inventory.

**EVALUATION PROCEDURE:** In accordance with provisions specified in Personnel Policy and Procedure.

**SUPERVISION RECEIVED:** Yes.

**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 WRHI policies, and may result in non-hiring and/or termination.

**REVIEWED BY:** \_\_\_\_\_  
Native Language and Culture Instructor

**DATE:** \_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_  
Homeliving Supervisor

**DATE:** \_\_\_\_\_