

WINSLOW RESIDENTIAL HALL, INC.

POSITION DESCRIPTION

Title: Navajo 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 *after-school* instruction to students in Navajo language and culture.

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;
- B. Must speak and understand the Navajo language and familiarity with Navajo culture, customs, and traditions;
- C. Minimum of six (6) months work experience in teaching;
- D. Knowledge and implement NN Standards of Navajo language & culture standards;
- E. Completion of and 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, Internet Explorer, Edgenuity, Powerschool, virtual learning platforms, 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 an *after-school* Navajo Language and Culture and other Native American culture programs for students in grades 7th-12th, based on Department of Dine Education (DODE) Standards.
- D. Required to implement NNDODE Cultural and Language assessments to monitor student comprehension and learning. Provide individualized and small group instruction. Create lesson plans. Maintain student participation records and progress reports for submission to supervisor, HLS, and Board.
- E. Participates in professional development training and in-service training programs.
- F. Knowledgeable of First Responder procedures including administering basic 1st Aid and CPR, suicide/ crisis intervention/prevention, SCAN reporting, etc.
- G. Must maintain confidentiality regarding students & staff by protecting right to privacy as outlined in Health Insurance Portability and Accountability Act (HIPPA) & Family Educational Rights and Privacy Act (FERPA).
- H. Assist Facility Staff with fire drills, bus evacuation drills, dormitory lockdowns, monthly drills, etc. Oversight of daily inspection and cleanliness of WRHI vehicles. Submission of work orders, if maintenance is required.
- I. Complies with the U.S. General Service Administration travel mileage rates, meal allowance and lodging reimbursement rates set forth by the U.S. Federal Government, for purposes of calculating accurate travel expenses.

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- J. Knowledge of the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications, and the Emergency Response Guide;
- K. Knowledge of Tribally Controlled School procedures, peripheral residential operations and federal reporting requirements.
- L. Comply with 25 CFR Part 36 Subpart G – Homeliving Programs and National Criteria for Dormitory Situation
- M. Comply with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act;
- N. Comply with P.L. 101-647, Crime Control Act of 1990.
- O. 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.

DRIVING PRIVLEDGES: Yes

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: _____
Navajo Language and Culture Instructor

REVIEWED BY: _____ DATE: _____
21st CCLC/Tutor

REVIEWED BY: _____ DATE: _____
Homeliving Supervisor