

PINON COMMUNITY SCHOOL BOARD, INC.  
POSITION DESCRIPTION

POSITION TITLE:	<b>Academic Coach/Resource Teacher</b>	FLSA:	Exempt
CONTRACT TERM:	10 Months	DATE APPROVED:	<b>05/09/2023</b>

**POSITION SUMMARY:** Under general direction, implements instructional and assessment programs for Kindergarten students in compliance with Elementary, Arizona Department of Education (Common Core Standards), COGNIA Accreditation, 25 CFR, and ADA/504. The following title change is for Special Education, Gifted and Talented, and Academic Coach for Reading, Math, Writing, Science, and Social Studies. Special Education Teacher is responsible for working with students who have disabilities, including cognitive, emotional, or physical, within an early childhood school setting. A Special Education Teacher may also work with gifted and talented individuals. The key characteristics of working in Special Education are identifying individual needs and being responsible for creating a safe, stimulating, and supportive learning environment.

**DUTIES & RESPONSIBILITIES**

1. Attend BIE Mandated SCAN Training
2. Attend 2 hours of Sexual Harassment Training
3. Complete BIE Mandated Security Awareness Training
4. Complete the Defensive Driving Certificate
5. Complete Safe Schools Training
6. Attend Professional Development Training and School Improvement Work Sessions
7. Performs basic First Aid and/or medical attention to ill and/or injured students; refers ill and/or injured students to local public health services as appropriate based on assessed need; administers prescription and non-prescription medications to students in accordance with physician orders and parents' permission; maintains current records of all medication/related health care provided.
8. Identifies and recommends students for evaluation in the areas of cognitive, receptive, and expressive language, fine and gross motor, and self-help skills utilizing criterion-referenced tests, norm-referenced tests, and developmental tests appropriate to students' functioning level.
9. Plans, develops, and implements individualized lesson plans designed in accordance with the Individualized Education Plan (IEP) to achieve student performance potential in subjects; prepares lesson plans, materials, and work activities to facilitate classroom academics activities and provides one-to-one as well as small group sessions to complete assignments; prepare reports of student's progress in both Special Education and Gifted and Talented program. Familiar with all Special Education and Gifted and Talented policies and procedures of Pinon Community School, in accordance with the PL-94-142 (IDEA).
10. Works cooperatively and in conjunction with kindergarten teachers to identify exceptional children, develops an Individualized Education Plan for each student, determines student progress in relation to the IEP; provides intensive one-on-one service to maximize mainstream participation, administers/scores evaluation tests to determine program eligibility, in both Special Education and Gifted and Talented programs.
11. Works closely with parents, teachers, counselors, and other significant persons regarding student progress/participation in the program; enforces appropriate classroom management in the least restrictive environment settings; prepares/maintains various records/reports of students' needs/status/progress; participates in meetings with child study teams, Child Multidisciplinary Team, and Child Evaluation team to coordinate program activities and ensure student needs are met.
12. Assists in the development, implementation, and evaluation of Kindergarten curriculum to ensure adherence to state accreditation requirements; prepares weekly lesson plans in accordance with established curriculum goals and objectives; provides daily academic activities for students from

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- lesson plan; provides small group interactive sessions to ensure understanding of concepts, lesson and/or activities for the special education and gifted and talented classroom.
13. Modify the general education curriculum for students with disabilities. Instruct students in academic subjects using a variety of techniques such as phonetics, multi-sensory learning, and repetition to reinforce learning and to meet students' various needs, interests, and learning modalities.
  14. Plans/implements special events/classroom activities in support of thematic lesson plan units; supervises classroom activities of students for understanding of specific lesson objectives/educational resources based on student need(s); assigns classroom activities to Teacher Assistant to facilitate overall classroom management and delivery of instruction; participates in departmental meetings.
  15. Works closely with other teaching staff to coordinate/plan interclass projects/activities; supervises all playground student activities/behaviors to ensure appropriate safety and interaction skills; works closely with Counselors for special needs students; coordinates student transportation needs with Bus Drivers to and from school; accompanies and instructs students regarding appropriate sanitary/hygienic skills.
  16. Participates in a variety of program planning/assessment meetings to discuss issues and concerns, works collaboratively with other staff for the development and implementation of a variety of fundraising events in support of overall program objectives; works closely with parents to discuss student progress, concerns, needs; administers basic and emergency first aid to appropriate healthcare personnel; performs duties as assigned.
  17. Responsible for the confidential files, transition planning, tracking of an exceptional student, chairing IEP meetings, and informing the parents when their child is referred. Contracts for related services and is responsible for services provided to exceptional per IEPs.
  18. Participates in developing and completing documents in Native Star pertaining to Special Education documents.
  19. Continuously upgrade knowledge in the area of early childhood/Special Education by taking six (6) credit hours, annually.
  20. Use Teacher Position Description (PD) for the Academic Coach portion concerning the instructional core to assist with the instruction of students in the mastery of the Common Core State Standards.
  21. Provides timely information to the designee. Provide direct student supervision, document any unusual behavior, make referrals, and follow up on any referrals.
  22. Will provide COGNIA evidence in each standard and indicators for each fiscal year.
  23. Performs other duties as assigned by the Supervisor or Designee.

**QUALIFICATION REQUIREMENTS:**

1. Education: Bachelor's or master's degree in Cross Categorical Special Education. Arizona Teachers Certification in Early Childhood with Structured English Immersion (SEI), ESL or Bilingual endorsement, or five (5) years experience.
2. Experiences: Five (5) years of successful experience in teaching in a Special Education setting.
3. First Aid, CPR, and First Responder
4. Knowledge, Skills, and Abilities:
  - a. Knowledge of age-appropriate activities, interests, and behaviors
  - b. Knowledge of PCS objectives regarding the Kindergarten program.

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- c. Knowledge of principles and practices, techniques, and methods of integration of Dine educational programs.
- d. Knowledgeable and sensitive to Navajo traditional and cultural teachings.
- e. Must be familiar with and have knowledge of the Elementary and Secondary Education Act, Native STAR, Title Programs, Dine’ Education, SPED, and NCA requirements.
- f. Knowledge of the methods and techniques of assessment and testing.
- g. Knowledge of computers and programs such as Excel, Word Documents, NASIS, etc.
- h. Knowledge of some medical experience preferred.
- i. Ability to maintain, confidentiality and comply with HIPAA and all other compliance standards.
- j. Ability to function well in a high-paced and at times stressful environment.
- k. Knowledge and support of the PCS mission and vision statement.
- l. Skill in working effectively in an environment subject to noise, frequent exposure to contagious diseases, interruptions and quickly changing priorities.
- m. Skill in quickly responding to dynamic situations utilizing effective communication and appropriate intervention methods.
- n. Plan and organize work; meet schedules and timelines; maintain records.
- o. Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- p. Skill in communicating courteously and professionally.

Condition of Employment: Subject to background investigations as required by P.L. 101-647 to determine suitability for employment.

**Fingerprint Clearance Card:** All employees, School Board members, and volunteers as noted in the Indian Child Protection and Family Violence Prevention Act set forth at 25 U.S.C. § 3201 et seq. and as further defined in 25 C.F.R. § 63-10 et seq., and the Crime Control Act of 1990 set forth at 42 U.S.C. § 13401 et seq., shall successfully complete a background check to include criminal history checks conducted pursuant to fingerprints checks as set forth in the above-noted laws and regulations to include applicable federal, state, and tribal jurisdictions. Employment shall not be offered to applicants who fail to meet the standards set forth in the above-note laws.

All teachers and individuals that work at Pinon Community School are required to have an active fingerprint clearance card prior to employment. This is to determine the employee’s suitability, character, reputation, and trustworthiness is not in question to have Identity Verified Prints (IVP) fingerprint clearance card on file. The fingerprint clearance card will be periodically updated every five (5) years for the status of current IVP fingerprint clearance cards.

**Physical examination:** Physical examination is required within thirty (30) calendar days of employment. After an offer has been made to an applicant in designated job categories, a medical examination will be performed by a health professional of the school’s choice, at the school’s expense. The offer of employment and assignment to duties is contingent upon the results of the medical examination. Information on an employee’s medical history or results from an examination will be filed and maintained separately from the employee’s personnel file.

The school may require an employee to undergo a medical examination, including random drug and alcohol testing, at any time that the school questions the employee’s ability to perform his or her assigned duties, or questions whether the employee may be a direct threat to the health or safety of the employee or

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others. An employee’s refusal to submit to testing under this policy is grounds for discipline, including termination.

Physical Effort: Frequently lifting and moving objects weighing over 50 pounds.

Performance Evaluation: This position is subject to a ninety (90) probationary period evaluation and will be conducted within 30 days at the conclusion of the probationary period for the newly hired employee; then subject to bi-annual performance evaluation for contract renewal or non-renewal consideration.

**SUPERVISOR:** Principal/Residential Supervisor

**CERTIFICATION**

I received a copy of my position description and certify that this is an accurate statement of the major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Concur by: \_\_\_\_\_

\_\_\_\_\_  
Date