



TO'HAIJILEE COMMUNITY SCHOOL BOARD OF EDUCATION, INC.

(A non-profit government contractor)

P.O. Box 3468 | To'Hajiilee, NM 87026 | (505) 908-2145 | www.tohajiileeschool.com

VACANCY ANNOUNCEMENT

POSITION TITLE: HIGH SCHOOL SCIENCE TEACHER

TCSB-2526-016

Announcement No.

SALARY RANGE: \$59,002 to \$82,628 PER SCHOOL YEAR

JULY 13, 2025

(Based on Education, Experience, and NM License Level)

Opening Date

FLSA STATUS: Exempt

SCHOOL YEAR CONTRACT

OPEN UNTIL FILL

Closing Date

EQUAL OPPORTUNITY EMPLOYER

Within the scope of Indian Preference, all candidates will receive consideration without regard to race, color, sex, religion, national origin, or other non-merit factors.

NAVAJO/INDIAN PREFERENCE POLICY

In filling vacancies, the school shall give preference to qualified enrolled members of the Navajo Tribe in accordance with the provisions of the Navajo Sovereignty in Education Act of 2005. Verification of Navajo/Indian preference must be submitted with the application if claiming Navajo/Indian Preference.

THE EMPLOYMENT IS SUBJECT TO BACKGROUND INVESTIGATION CLEARANCE PROCEDURES.

Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), and Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630 (codified in 25 United States Code § 3207) requires a criminal history records check as a condition of employment for positions that involve regular contact with or control over Indian children. This statement is notice that a national criminal record check will be conducted as a condition of employment. A favorable screening and a favorable background investigation is a condition of employment.

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of To'Hajiilee Community School are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards
- Interact in an honest, trustworthy, and dependable manner with staff, students, parents, employees, community members and vendors.
- Possess cultural awareness and sensitivity
- Perform Instruction and Supervision of Students.
- Implement the Curriculum and document the dates of instruction.
- Provide Supervision of Education Assistants and assign their assignments in the lesson plans.
- Proactive and Positive Communication with Administration, including discussion, questions, and/or clarifications.
 - Participate in Professional Development Training
 - Participate in Parent Involvement Activities
 - Participate in Committees as assigned
- Develop and maintain student portfolios.
- Follow the Benchmark/Progress monitoring/Assessment Calendar.
- Support the School's Philosophy of student-centered learning and support your fellow colleagues in a positive manner.
- Comply with Staff dress code.
- Prepares monthly instructional outlines and related daily lesson plans covering relevant units of study and specifying
- Weekly participation in professional learning committees (PLCs)
- objectives, activities, and evaluative methods and instruments for both group and individual instructional programs.
- Teaches students by selecting, developing, adapting, and implementing appropriate instructional methods and techniques utilizing available resources to provide for academic achievement.



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- Plans techniques and/or methods that will lead students in decision-making and problem solving skills by providing learning experiences to develop cognitive, affective, and psychomotor skills.
- Maintains open line of communication with colleagues, and parents to ensure student success.
- A level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports as required by the position and to incorporate technology into student curriculum, and utilize NASIS (attendance and grading system).
- Continuously evaluates individual and group academic progress through the use of criterion-referenced tests, periodic standardized tests, oral tests, and/or other relevant evaluative methods and instruments. Makes progress reports to parents and students and maintains required records in accordance with applicable regulations.
- Maintains control of assigned classes and handles discipline independently except for chronic or extreme behavior problems.
- Supervises assigned students as scheduled throughout the academic day and/or activity. This supports safety, health and welfare of the students in compliance with school guidelines.
- Participates in educational activities, such as professional workshops, that improve personal skills for providing better services to the students and implements with your classroom.
- Plans and provides guidance and direction to one or more Educational Assistants.
- Participates in department staff meetings and contributes through committee assignments.
- Provides for the proper care and use of assigned supplies and materials.
- Knowledge of To'Hajiilee Community School Board of Education Incorporated Staff & Parent/Student Handbook.
- Proper dress, speech, and demeanor when working with parents, staff and/or students.
- Knowledge of on-going developments in the professional field through study, professional conferences and workshops.
- Comprehensive knowledge of subject areas taught according to assigned teaching level and the ability to plan instruction in appropriate units for effective presentation.
- Knowledge of educational and other materials appropriate to the subject and level assigned and adapt them to meet the individual needs of the students.
- Skill and ability to give direction and work cooperatively with others. Collaboration with counseling team to ensure students are on track for success.
- Plan instruction in appropriate units for effective presentation and skill in motivating student's response.
- Select, develop, administer, and interpret various assessment and evaluation instruments in order to interpret information obtained and to modify instruction accordingly.
- Establish a program that ensures a cooperative, supportive, and participatory environment for all students, staff, and parents.
- Collaborate with the Child Study Team (CST) and Special Education Teacher to ensure that your students are receiving the best education possible.
- Maintain confidentiality of student records and diagnoses, when applicable.
- Exercise initiative and resourcefulness in developing activities and when working with outside resources.
- Provide a relationship that is pro-active and positive.
- Performs other duties as assigned.

STATEMENT OF DUTIES:

Under the general supervision of the Chief School Administrator, the incumbent of this position serves as a High School Science Teacher at To'Hajiilee Community School. The instructional area will be general science, biology, and chemistry subjects. The students assigned will be from 9-12th grades.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- 1 year of comparable experience.
- A Bachelor's Degree in Secondary Education



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- A State of New Mexico Secondary Teaching License
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employment.
- Must successfully pass the Background and Character Investigation in compliance with the Indian Child Protection and Family Violence Prevention Act, Public Law 101.630
- A valid New Mexico State Driver's License
- Bilingual skills in English and the Navajo Language (Navajo Language preferred but not required)

PHYSICAL REQUIREMENTS:

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice with or without a hearing aid is required. In most instances, an amputation of arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicant must have mental and emotional stability.

APPLICATION REQUIREMENTS

Applications and all other documents must be received by the closing date of this announcement unless specified as open until filled. Applicant qualifications will be evaluated solely on the information submitted by them in their applications. Failure to provide supporting documentation may result in your application being returned to you, or receipt of a lower or ineligible rating. All applications or resumes must have original signature. Applications become part of official record and will not be duplicated or returned. Qualifications and Navajo/Indian preference eligibility will be determined on the basis of information submitted.

OTHER REQUIREMENTS/SPECIAL REFERENCE:

- You must be a U.S. citizen to qualify for this position.
- The incumbent is required to drive a motor vehicle to conduct business at field locations.
- A valid State Driver's License is required.
- All applicants must submit an Individual Driver History Report upon hire.
- Housing is **NOT** available.
- Relocation Expenses **WILL NOT** be paid.

HOW TO APPLY: Submit the following documents:

1. Employment Application (Download from the website)
2. Background Investigative Questionnaire for a Child Care Position Application (Download from website)
3. Copy of New Mexico (OR Reciprocating State License) Teaching Licensure(s)
4. Current Resume
5. Unofficial College Transcripts (An official transcript will be required upon hire)
6. BIE Form 4432 (if claiming Navajo/Indian preference in employment)
7. Copy of valid Driver's License
8. Copy of Individual Motor Vehicle Driving Report

ALL OF THE ABOVE MUST BE INCLUDED WITH APPLICATION IN ORDER TO BE CONSIDERED.