

Moencopi Day School

POSITION DESCRIPTION

TITLE:	Hopi Cultural and Language Technician
EMPLOYMENT:	10 Months (non-exempt)
SUPERVISOR:	Chief School Administrator
PRIMARY RESPONSIBILITIES:	Under the direction of the CSA, the Hopi Cultural and Language Technician will serve as staff assistant for student activities performing duties on a para-professional level that assists in the delivery of cultural and traditional programs to students. Incumbent, with assistance and supervision, initiates, and conducts activities for and with individuals and groups.
ADHERENCE TO:	Hold a firm belief and commitment to MDS philosophy, vision, and mission.

QUALIFICATIONS

- Required AA degree or sixty (60) semester hours of coursework documented on an official transcript from an accredited institution of higher education.
- Required two (2) or more years of teaching classroom experience at the elementary level.
- Must have First Aid/CPR Certification.
- Must have knowledge of and experience with state standards, standards based instructional planning and lesson delivery.
- Must have a working knowledge of cultural and language programs and the impact on youth.
- Knowledge of the Hopi Language.
- The knowledge of Hopi history, crafts, ceremonies, and other culturally related factors. The ability to demonstrate such activities is required.
- Must have the knowledge and ability to lead and instruct various language and cultural activities and the ability to adapt instructions to meet the needs of the students.
- Excellent communication skills: ability to communicate and collaborate well with staff, students, parents, and community.
- Working knowledge of administrative procedures needed to compile and maintain reports, records, and files.
- Will be required to operate a school vehicle and other field equipment in the performance of duties.
- Hopi/Native American Preference.

RESPONSIBILITIES

- Designs and plans for a schoolwide language program
- Designs and plans language instruction that develops students' abilities to speak and learn the Hopi language.
- Provides academic instruction based upon principles of effective instruction.
- Evaluates and adapts curriculum materials to the learning needs of students.
- Conducts and supervises certain student activities as planned and assigned, pertaining to the Hopi Culture so that students receive a planned multicultural or bi-cultural approach to society.
- In conjunction with the general program, it teaches traditional cultural beliefs and history to students.
- Demonstrates traditional customs for students.
- Assist students and teachers in the integration of traditional and modern lifestyles in the classroom.
- Prepares and supervises the making of crafts.

- Accounts for and maintains equipment and supplies.
- Promote open systems of communication and stability with students, academic staff, parents, and state and tribal workers.
- Conducts or arranges presentations for students that may include special programs, films, resource speaker, cultural family nights, etc.
- Ensure compliance with IDEA, Section 504, and applicable state regulations including Least Restrictive Environment (LRE).
- Teaches and assists with reading, language arts, and math programs.
- When not assigned to specials classes, the staff member will function as a Teacher Assistant, supporting classroom instruction, assisting with student supervision, and completing tasks as directed by the classroom teacher or administration.
- Promoting test preparation through the instruction of technology skills included in adopted assessments (i.e., BIE Summative Assessments, aimsweb plus, and formative assessments.)
- Responsible for enforcing school approved discipline plan. Utilize appropriate language, interactions, and positive behavior interventions system (PBIS).
- Maintain confidentiality of student and family information in compliance with FERPA and school policy.
- Adhere to guidelines set by the Bureau of Indian Education and Arizona Department of Education and school policies.
- Always be responsible for the supervision of students.
- Will make collaborative efforts to assist in reaching school improvement goals.
- Be responsible for discharging instructional and non-instructional school-related activities (i.e., playground and lunchroom duty).
- Remain in school after dismissal of students, as necessary, to complete daily duties, attend teacher and committee meetings and attend parent conferences.
- Will be in daily attendance of 90% or better monthly.

OTHER REQUIRED RESPONSIBILITIES

- Attends staff meetings and all required school in-service program activities.
- Serve on school improvement team.
- Be responsible for own involvement as contributing member involving group decisions and the development of a positive, cooperative building environment.
- Be responsible for following accountability procedures; know and observe Board policies and regulations.
- In the event of absence, contacts his/her immediate supervisor within the specific time to ensure coverage of classroom.
- Provide Quality Customer Service.
- Perform other duties as assigned.

ACKNOWLEDGEMENT

I acknowledge that I have read, understand and have discussed this position description with my supervisor. I understand the responsibilities of this position and am prepared to accept these responsibilities.

APPLICANT PRINT NAME _____ SIGNATURE _____ DATE _____

SUPERVISOR PRINT NAME _____ SIGNATURE _____ DATE _____

Amended and approved on: April 1, 2026