

# Hotevilla Bacavi Community School

## POSITION DESCRIPTION

Approved: March 13, 2026



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|------------------------------------------------|------------------------------|
| <b>TITLE:</b> Cultural and Language Technician | <b>EMPLOYMENT:</b> 10 Months |
| <b>CLASSIFICATION:</b> Non-Exempt              | <b>CATEGORY:</b> Support     |

**GENERAL STATEMENT OF RESPONSIBILITIES:** Responsible for creating a Hopi Language program and a class environment favorable to learning and personal growth; to ensure mastery of Hopi Language. To establish effective rapport with students; Serve as a strong character role model for students. Establish a good working relationship with students, parents and staff.

### I. QUALIFICATIONS:

1. Associates of Arts Degree/ 60 College Credits
2. Arizona State Fingerprint Clearance Card
3. Knowledge of Hopi culture and language
4. Good verbal and written communication skills, ability to communicate with all students and staff
5. Must have or obtain CPR and First Aid certification
6. Must have valid Arizona Driver's license
7. Must pass criminal background checks by state, federal, and Hopi Tribe
8. As a minimum qualification, applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last 5 years of employment

### II. DUTIES AND RESPONSIBILITIES:

1. Designs and plans a schoolwide language program
2. Designs and plans language instruction that develops students' abilities to **speak and** learn the Hopi language
3. Provides academic instruction based upon principles of effective instruction
4. Teaches and assists with reading, language arts, and math programs
5. Develops and aligns lesson plans to instruction
6. Translates lesson plans into learning experiences so as to best utilize the available time for instruction
7. Evaluates and adapts curriculum materials to the learning needs of students
8. Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
9. Assesses student's Hopi language skills and social growth; keeps appropriate records.
10. Maintains the confidentiality of records and prepare progress reports.
11. Communicates with parents to discuss student's Hopi Language progress and orientation on Hopi Language program
12. Cooperates with other professional staff members in assessing social and learning problems of students
13. Participates in professional development training programs
14. Collaborates with Administrator and colleagues to achieve school goals
15. Selects and orders books and instructional supplies and maintains required inventory records
16. Supervises pupils in and out-of-classroom activities during the assigned working day
17. Participates in the planning and development of curriculum and instructional programs
18. Participates in faculty meetings, committees, and school sponsored activities
19. Maintains good classroom management and control of students
20. Performs other duties as assigned by supervisor
21. Promoting test preparation through the instruction of technology skills included in adopted assessments including BIE summative assessments.

22. Will make collaborative efforts to assist in reaching school improvement goals.
23. Will be in daily attendance of 90% or better on a monthly basis.

### III. OTHER REQUIRED RESPONSIBILITIES

1. Attend staff meetings and all required school in-service program activities.
2. Be responsible for own involvement as contributing member involving group decisions and the development of a positive, cooperative building environment.
3. Be responsible for following accountability procedures; know and observe Board policies and regulations.
4. Account for school and school property, as required.
5. Provide Quality Customer Service.
6. In the event of absence, contacts his/her immediate supervisor within the specific time ensure coverage of duty area.
7. Performs other duties as assigned by supervisor.

### IV. SUPERVISION RECEIVED BY: Principal

### CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Hotevilla Bacavi Community School Board functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to 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 school policies.

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Employee

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Immediate Supervisor

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Governing School Board