

# Moencopi Day School

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Hopi Cultural and Language Technician</b>
<b>EMPLOYMENT:</b>	School Year (non-exempt)
<b>SUPERVISOR:</b>	Chief School Administrator
<b>PRIMARY RESPONSIBILITIES:</b>	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 carries out activities for and with individuals and groups.
<b>ADHERENCE TO:</b>	Hold a firm belief and commitment to MDS philosophy, vision and mission.

### QUALIFICATIONS

- Required AA degree or 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 its 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 work well with staff, students, and 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

- 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, teaches traditional cultural beliefs and history to students.
- Demonstrates traditional customs for students.

*Amended and Approved on 03/29/2016*

- Assists students and teachers in the integration of the traditional and modern lifestyles in the classroom.
- Prepares and supervises the making of crafts.
- Accounts for and maintains equipment and supplies.
- Promotes open systems of communication and stability with students, academic staff, parents, and state and tribal workers.
- Conducts or arranges for presentations for students that may include special programs, films, resource speaker, etc.

**OTHER REQUIRED RESPONSIBILITIES**

- Attends staff meetings and all required school in-service program activities;
- Serves on school committees as requested;
- Be responsible for discharging instructional and non-instructional school-related activities (i.e. playground and lunch room duty);
- 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;
- Remain in school after dismissal of students, as necessary, to complete daily duties, attend teacher and committee meetings and attend parent conferences;
- Will make collaborative efforts to assist in reaching school improvement goals.
- 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 \_\_\_\_\_