

PINON COMMUNITY SCHOOL BOARD, INC.  
POSITION DESCRIPTION

POSITION TITLE	DINE' CULTURE TEACHER	CLASSIFICATION	NON EXEMPT
CONTRACT TERM	10 MONTHS	DATE APPROVED	5/09/2023

**POSITION SUMMARY:** Under general direction, implements instructional and assessment programs for Kindergarten and Residential students in compliance with its established state accreditation standards and Pinon Community School Diné Culture/Language Standard.

**DUTIES and RESPONSIBILITIES:**

1. Attend BIE Mandated SCAN Training
2. Attend 2 hours of Sexual Harassment Training
3. Complete BIE Mandated Security Awareness Training
4. Complete Defensive Driving Certificate
5. Complete Safe Schools Training
  - Complete BIE Mandated Security Awareness Training
  - Student Checkout Policy
  - Confidentiality (Health Information Privacy Act and the Family Education Right to Privacy Act.)
  - Medication Administration
  - Student Rights
  - Child Abuse Reporting Requirements and Protection Procedures
  - Suicide Prevention
  - Attend Professional Development Training and School Improvement Work Sessions
  - CPR - Automated External Defibrillator Training. 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 parent's permission; maintains current records of all medication/related health care provided.
  - First Aid/Safety/Emergency & Crisis Preparedness

***Training annually:***

- De-escalation/Conflict Resolution
- Substance Abuse Issues
- Ethics
- Parenting skills and Child Care
- Special Education and Working with Students with Disabilities
- Student Supervision Skills
- Child Development (recognizes various stages of development in the student population)
- Basic Counseling Skills
- Continuity of Operations Plan (COOP)
- Defensive Driving Certificate
- Safe Schools Training

**DUTIES AND RESPONSIBILITIES:**

1. As a Dine' Culture Teacher, you will be responsible for serving as a classroom teacher at Pinon Community School. The instruction area will be Navajo language and culture in Kindergarten and Residential settings. This position is assigned to all grade levels from Kindergarten to Twelfth grade.
2. Develops, implements, and evaluates Diné/Language Culture program of the 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 lesson

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plan: provides small group interactive sessions to ensure understanding of concepts, lessons, and/or activities.

3. Work collaboratively with the Counselor Technician, KG Teachers, and Residential Staff to ensure that the Navajo language is supported and practiced in all programs.
4. Will provide Traditional counseling service to Kindergarten and Residential students.
5. Plans/implements special events/classroom activities in support of the thematic lesson plan units; supervises classroom activities of students for understanding of specific lessons and objectives/educational exercises; designs/implements/integrates Diné Language/Culture program objectives and goals to ensure overall objectives of the program are met; participate in a variety of professional development/improvement programs.
6. Administers assessments to students to measure achievement of instructional objectives; works with children at all grade levels; identifies special needs to students for remedial/accelerated assistance, coordinates appropriate instructional resources based on students' need(s); assigns classroom activities to other staff to facilitate overall classroom management and delivery of instruction; participates in departmental meetings.
7. 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.
8. Participate in a variety of program planning/assessment meetings to discuss issues and concerns; work collaboratively with other staff for the development and implementation of a variety of fundraising events in support of overall program objectives; work closely with parents to discuss student progress, concerns, needs; administers basic an emergency first aid to appropriate healthcare personnel; performs duties as assigned.
9. Work with Kindergarten and Residential students on an individual basis in the solution of personal problems related to issues at home, family dynamics, health, and social and emotional adjustment. Closely monitors at-risk students if necessary.
10. Set up and maintain student files and records of individual and group counseling sessions. Maintain student records and protect their confidentiality.
11. Acts as a resource person to administration, teachers, and others to facilitate the educational personal growth of Kindergarten and Residential students; assist students in adapting to Residential Life.
12. Follows Kindergarten and Residential Student Handbook in disciplining a student with their appropriate consequence.
13. Provides parent training on various topics (parenting skills, counseling techniques, procedures in a school setting (SCAN, referrals, etc.).
14. Provides counseling on topics such as grief, loss, acceptance; safety, health, hygiene, sex education, self-awareness/acceptance, and lesbian, bisexual, gay, transgender, and queer (LBGTQ).
15. Assist the Residential Program Manager with academic counseling for college and career readiness for Kindergarten and Residential students. Provides student and staff training pertaining to team building
16. Plans/ Implements / Teaches Diné Language Skills: Speech, writing reading, Developing lessons, material units, standards, and Assessments in Diné Language skills acquisition for Kindergarten and Residential students.
17. Plans/ Implements / Teaches Diné Language Concepts: Identify values, environment, history, and practices. Develops lessons, materials, units, Assessments, and standards in Diné Cultural concepts, and utilizes concept areas in accordance with Diné child Development Philosophy to teach students.
18. Performs other duties as assigned by the Supervisor or Designee.

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**QUALIFICATIONS REQUIREMENTS:**

1. Education: AA in Early Childhood or Foreign Language OR 36 credit hours in Education coursework and 1 year of work experience with P.L. 100-297 Tribally Controlled Grant School
2. Must be certified by Dine's Education Department (Navajo Language) and substitute credential from the Arizona Department of Education.
3. Experience: Five (5) years of successful experience working with children of preschool age to Kindergarten age children.
4. First Aid and First Responder
5. Knowledge, Skills, and Other Characteristics:
  - a. Knowledge/Ability to utilize/implement Diné Philosophy of Education and Child Development.
  - b. Knowledge of age-appropriate activities, interests, and behaviors.
  - c. Knowledge of proper handling of food.
  - d. Knowledge of Pinon Community School's objectives with regards to the Kindergarten and Residential Diné/language program.
  - e. Knowledge of the principles, practices, techniques, and methods of Dine educational programs.
  - f. Knowledge of Pinon Community School's mission, goals, objectives, policies, and procedures.
  - g. Knowledge of the methods and techniques of assessments and testing.
  - h. Knowledge of the whole language and its applications.
  - i. Knowledge of computer-based learning modules, techniques, and their applications.
  - j. Knowledge of applicable licensing and accreditation standards, requirements, and regulations with regard to the delivery of the Kindergarten and Residential Programs.
  - k. Knowledge of proper administration of basic and emergency medical care.
  - l. Knowledge of the principles and practices for curriculum development specific to early childhood education.
  - m. Knowledge of Kindergarten and Dine Curriculums and principles, practices, and techniques for the development of lesson plans.
  - n. Skills in applying appropriate communication skills to maintain classroom management.
  - o. Skills in establishing and maintaining effective working relationships with preschool-age students as well as staff and parents.
  - p. Skills in working effectively in an environment subject to noise, frequent exposure to contagious diseases, interruptions and quickly changing priorities.
  - q. Skills in quickly responding to dynamic situations utilizing effective communication and appropriate intervention methods.
  - r. Skills in preparing/completing a variety of arts and crafts-oriented projects/activities.
  - s. Skills in understanding, reading, writing, and speaking Navajo.
  - t. Skills in developing creative activities with limited resources and materials.
  - u. Skills in operating a variety of office equipment including copiers, telephones, and computers.
  - v. Skills in communicating courteously and professionally.

Condition of Employment: Subject to background investigations as required by P.L. 101-630 and 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

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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 who 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 an 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 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 newly hired employees; 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: \_\_\_\_\_

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