



TO'HAJIILEE 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: NAVAJO LANGUAGE & CULTURE TEACHER (Elementary and Secondary) **TCSB-2627- 002**

Announcement No.

Level I: \$23, 987 TO \$38,167 PER SCHOOL YEAR

Level II: \$33,971 TO \$47,274 PER SCHOOL YEAR

SALARY RANGE: **Level III: \$37,438 to \$57,839 PER SCHOOL YEAR**

(Based on Education and Experience)

June 15, 2026

Opening Date

FLSA STATUS: Exempt

SCHOOL YEAR CONTRACT

Open Until Filled

Closing Date

MINIMUM EXPERIENCE AND TRAINING:

- 1 year of experience
- An Associate's Degree or Bachelor's Degree preferred
- Applicants who do not hold an Associate's or Bachelor's degree must complete 6 credit hours annually toward earning an Associate's or Bachelor's degree to remain qualified.
- A valid New Mexico driver's license is required.
- Navajo Language Instructor Certification from the Navajo Nation and the state of New Mexico. (520 License)
- Teacher License from NMPED preferred
- Must be able to successfully pass a Background and Character Investigation in compliance with the Indian Child Protection and Family Violence Prevention Act, Public Law 101.630.

PREFERRED:

- Bilingual skills in English and the Navajo language

MAJOR RESPONSIBILITY:

Under the general supervision of the Principal, performs duties in the support of professional education personnel of To'Hajiilee Community School. The incumbent of this position serves as an instructor to students in grades 7-12.

ESSENTIAL FUNCTIONS:

- Instruction and Supervision of Students.
- Implement School's Curriculum and documents the dates of instruction. (Lesson Plans)
- Provide Supervision of Education Assistant and site 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.



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- Prepares monthly instructional outlines and related daily lesson plans covering relevant units of study and specifying
- Facilitation of Dine Language team to support Dine Language and Culture Curriculum at TCS.
- 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.
- 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.
- 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, incorporate technology into student curriculum, and utilize NASIS (attendance and grading software).
- 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.
- Demonstrates the Navajo (Dine) Language to the students; reading, writing, speaking through regularly scheduled class activities pertaining to the Navajo (Dine) Language/Culture.
- 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 the 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 within the classroom.
- Participates in department staff meetings and contributes through committee assignments.
- Coordinates the Traditional Navajo Day activities for K-12 students, as the Navajo (Dine) Language Instructor, during Native American Week by: contacting speakers, dancers, and outside resource programs to come and work with our students.
- 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.
- Knowledge of the Navajo (Dine) Language 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.
- Plan instruction in appropriate units for effective presentation and skill in motivating student's response.
- Establish a program that ensures a cooperative, supportive, and participatory environment for all students, staff, and parents.
- Collaborate with the Student Assistance Team (SAT) 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.



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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.

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.

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.

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.

OTHER REQUIREMENTS/SPECIAL REFERENCE:

- You must be a U.S. citizen to qualify for this position.
- Applicant is subject to a favorable background investigation.
- 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.
- Housing is **NOT** available.
- Relocation Expenses **WILL NOT** be paid.

Current Employees: Please submit a letter of interest.

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

Please contact Human Resources for application packet at 505-908-2145 or hr@tohajiilee.com

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.