

Moencopi Day School

POSITION DESCRIPTION

TITLE:	Physical Ed./Horticulture Technician
EMPLOYMENT:	10 Months (non-exempt)
SUPERVISOR:	Chief School Administrator
PRIMARY RESPONSIBILITIES:	To develop an understanding of the relationship of good body function and exercise; to discover and develop talents of students in physical achievement; to develop strength, skill, agility, and coordination in individual and team physical activities and sports, in accordance with each student's ability. To develop and deliver engaging and informative horticulture-related lessons to students, fostering their interest in plant science, gardening, and environmental stewardship. To design, plan and maintain the school gardens, green space, and outdoor learning areas. Provide lessons, guidance and support to student-led gardening initiatives and projects, promoting leadership and teamwork skills, while learning about native plants.
ADHERENCE TO:	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 recreational and athletic programs and its impact on youth.
- Knowledge of various sports and games, including the rules and regulations, techniques and methods, and equipment and materials, related to the activities. The ability to demonstrate such activities is required.
- Must have the knowledge and ability to lead and instruct various recreational activities and the ability to adapt instructions to meet the needs of the students.
- Must have the knowledge and ability to communicate effectively with students, parents, staff, state and tribal officials and others involved in program activities.
- Working knowledge of administrative procedures needed to compile and maintain reports, records, and files.
- General knowledge of computer applications
- Will be required to operate a school vehicle and other field equipment in the performance of duties
- Hopi/Native American Preference.
- Excellent communication skills: ability to communicate and work well with staff, students, and parents and community.

Amended and approved on: April 1, 2026

RESPONSIBILITIES

- Teaches knowledge and skills in physical fitness, health education and individual, dual, or team sports, utilizing course of study adopted by the MDS School Board and other appropriate learning activities.
- Works cooperatively with other teachers in planning a balanced physical education program.
- Analyzes, demonstrates, and explains basic skills, knowledge, and strategies of formal sports, games rhythms, and fundamentals of body movement.
- Provides individualized and small group instruction to adapt the curriculum to the needs of each student, to the extent feasible.
- May teach Physical Education classes for handicapped students or interscholastic athletics.
- Provides appropriate safety instruction and makes safety checks on equipment and field areas to ensure the overall safety of students.
- Maintains control of storage and use of school-owned property.
- Establishes and maintains standards of student behavior needed to provide an orderly, productive environment in the physical education areas.
- Evaluates each student's growth in physical skills, knowledge, and contribution in team sports.
- Communicates with parents and Chief School Administrator on student progress.
- Conducts and supervises certain student activities as planned and assigned, providing direction and instruction to students on the techniques, procedures, and rules of various games, sports, and other recreational activities.
- Supervises and maintains control of assigned students. Provides for their supervision throughout the activity to ensure the safety, health, and welfare of each student.
- Supports student involvement, encouraging program participation.
- Accounts for and maintains equipment and supplies.
- Conducts or arranges presentations for students that may include special programs, films, resource speakers, etc.
- Prepares and maintains required records and files, attendance reports, health, and physical documentation.
- Plan and deliver engaging lessons that incorporate hands-on activities, demonstrations, and experiential learning opportunities to enhance student understanding of horticultural concepts.
- Demonstrate knowledge of indigenous plants.
- Coordinate and supervise practical activities such as planting, pruning, composting, and garden maintenance within the school's outdoor learning spaces.
- Foster a positive and inclusive classroom environment that encourages student participation, inquiry, and critical thinking.
- Assess student learning through a variety of methods including quizzes, projects, presentations, and practical demonstrations.
- Teach students about plant biology, growth cycles, propagation methods, soil science, pest management, and other relevant topics in horticulture.
- Cares for permanent plant collection inside the greenhouse and on the school, grounds including trees, vegetables, shrubs, flowers, and other plants.
- Coordinates, supervises, and instructs student workers and teachers to provide general maintenance of the gardens and plant installation.
- Monitors greenhouse for pests/disease and applies herbicides/pesticides; prepares and applies agricultural chemicals following standard operating procedures.
- Assists with the education program. Must be able to present to classes.
- Assists in seeding, fertilizing, planting, watering, weeding, trimming, and raking in the gardens.
- Ensure compliance with IDEA, Section 504, and applicable state regulations including Least Restrictive Environment (LRE).

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- 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.
- Remains in school after dismissal of students, as necessary to complete daily duties, attends teacher and committee meetings and holds parent conferences.
- 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.
- Will be in daily attendance of 90% or better monthly.

OTHER REQUIRED RESPONSIBILITIES

- Attends staff meetings and all required school in-service program activities.
- Serves 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, contact 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** _____