



# 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](http://www.tohajiileeschool.com)

## VACANCY ANNOUNCEMENT

**POSITION TITLE:** ATHLETIC COACHES

TCSB-2425-22

**High School Golf Coach**

**Announcement No.**

**SY: 2025-2026 High School Head Boys Basketball Coach**

**Contract:** Stipend/Seasonal position

Open Until Filled

**February 21, 2025**

**Opening Date**

**Inquiry please contact the Athletic Director at (505) 908-2426 or  
Human Resources at (505) 908-2145**

### MINIMUM QUALIFICATION, EXPERIENCE AND TRAINING:

- Experience: Must have two (2) years of coaching experience in assigned sport  
Must have knowledge of organizing and supervising a program
- Education: High School Diploma or GED
- License/Certification:
1. CPR First Aid Certification
  2. A valid New Mexico Public Education Department Athletic Coaching License
  3. Completion of the NFHS Coaching Education Program/ NMAA
    - a. Concussion in Sports
    - b. Fundamentals of Coaching
    - c. Sport Specific completion course for assigned sport
  4. A valid New Mexico Driver's License is required.
  5. 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

### MAJOR RESPONSIBILITY:

In the performance of their respective tasks and duties all employees of To'Hajiilee Community School are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy, and dependable manner with staff, students, parents, employees, and community members.
- Possess cultural awareness and sensitivity
- Maintain a current insurable driver's license.

### PREFERRED:

- Bilingual skills in English and the Navajo language
- Food Handlers Permit

### ESSENTIAL FUNCTIONS:

To educate student athletes on fundamental skills/techniques in sports, strategy of game play, and physically train students athletes in all essential of health related fitness for a lifelong active lifestyle. To implement developmentally appropriate practices, instruction, feedback to student athletes to learn, develop, and to enhance their skill/technique in all forms of teaching styles. To educate students to develop moral values, self-respect, self-discipline, self-confidence and goal achievements.

In Head Coaching positions head coaches must demonstrate good leadership skills to Assistant Coaches for a successful program in communication, demonstration, teamwork,

- Maintains an accurate attendance of daily practice/games
- Maintains an accurate inventory of equipment and uniforms assigned
- Provides good communication with student athletes, Athletic Director (AD), parents, community members, and staff
- Has knowledge or teaches individuals on how to keep score in books for related sport.
- Establishes knowledge of goals for Athletic Program and can implement that in teachings.
- Head Coaches delegate specific duties to assistant coach and follows through all assigned duties
- Cooperate with other coaches (MS, Elem & HS) in helping, volunteering at practices, and games.
- Understands the administrative chain of command and refers all request/concerns to proper personnel.
- Attends all required staff meetings for Athletics/ TCS Staff.
- Assist in the necessary preparations for any game maintenance, in gym/ locker room.
- Adheres to all practice/game times and is present for them.
- Must travel with the team to and from games/events/tournaments/trips.
- Proper dress, speech, and demeanor when working with parents, staff and/or students.
- Enforces grade checks and is up to date with eligibility list.
- Provides a safe environment in practice for all students to learn.
- Provide necessary documents to medical injury and reports to Athletic trainer and complete report.
- Assist student athletes in college readiness and selection process.
- Is accountable for all equipment and facility when in use.
- Secures/examine facilities after each use before/after practice/game.
- Promotes the Athletic Program in a positive atmosphere with students, staff, parents, and community members.
- Maintains a positive good morale with students, parents, staff, and community members.
- Presents good public relations at school games, and other school sponsored events.
- Knowledge in NMAA rules, code of conduct, and adheres to them.
- Reinforces Athletic Program packet, checks to make sure all is filled out.
- Adheres to the coaches checklist
- Completes a checklist prior to departure of all away games.
- Communicate with parents weekly if necessary for concerns and maintains documentation.
- Adhere to To'Hajiilee Community School Board of Education Incorporated Staff & Parent/Student Handbook and personnel policies & procedures.
- Will participate in Professional Development, Parent Involvement Activities and Committees as assign

**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.

**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.

**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

**HOW TO APPLY:** Submit the following documents:

1. Letter of Interest
2. Verification of Navajo/Indian Preference for Employment, if applicable (Form 5-4432)
3. Copy of valid State Driver's License
4. Copy of NM Coaching License
5. Individual Driver History Record Report
6. Copy of First Aid/CPR card
7. Must satisfactorily complete an extensive Background Investigation (No Felony Convictions, No convictions of a crime of violence.)

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

**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 and its contents become part of official record and will not be duplicated or returned.