

Hotevilla Bacavi Community School
POSITION DESCRIPTION
Approved: March 13, 2026



TITLE: Certified Teacher	EMPLOYMENT: 10 Months
CLASSIFICATION: Exempt	CATEGORY: Certified

GENERAL STATEMENT OF RESPONSIBILITIES: Responsible for creating an elementary program and a class environment favorable to learning and personal growth; to ensure mastery of established academic standards and academic skills, and to meet the unique needs of each student. To establish effective rapport with students; Serve as a strong character role model for students. Establish a good working relationship with students, parents and staff.

I. QUALIFICATIONS:

1. Bachelor of Science, Bachelor of Arts or Master Degree in Education
2. Valid Arizona Department of Education certification appropriate to teaching assignment
3. Current Arizona State Fingerprint Clearance Card (Valid IVP Card)
4. Knowledge of Hopi/language culture preferred
5. Must have or obtain CPR and First Aid certification
6. Must have valid Arizona Driver's license
7. Must pass criminal background checks by state, federal, and Hopi Tribe
8. As a minimum qualification, applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last 5 years of employment
9. Good verbal and written communication skills, ability to communicate with all students and staff

II. DUTIES AND RESPONSIBILITIES:

1. Designs and plans instruction that develops student's abilities to meet academic standards and Arizona State Standards.
2. Provides academic instruction based upon principles of effective instruction.
3. Teaches reading, language arts, social studies, mathematics, science, health, physical education to students in the classroom
4. Develops and aligns lesson plans to instruction in accordance with academic standards and curriculum maps.
5. Translates lesson plans into learning experiences to best utilize the available time for instruction.
6. Evaluates and adapts curriculum materials to the learning needs of students.
7. Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
8. Assesses students' academic skills and social growth; keeps appropriate academic records.
9. Shall maintain good classroom management and implement positive behavior supports.
10. Maintains the confidentiality of records and prepares progress reports.
11. Uses adopted educational technologies relevant to instruction, such as assessment platforms, infinite campus, and publisher platforms related to adopted core and intervention programs.
12. Prepare and implement remedial programs for students in Tier II and Tier III requiring extra help as appropriate.
13. Communicates with parents to discuss students' academic progress and orientation of school programs.
14. Collaborate with other professional staff members in assessing/addressing social and academic needs of students.

15. Creates an engaging classroom environment through tools such as bulletin boards, displays of student work, anchor charts, etc.
16. Participates in professional development training programs.
17. Collaborates with Administrator and colleagues to achieve school goals.
18. Maintains classroom inventory of materials to ensure adequate student participation in instructional activities; submits end-of-year consumable requests and requests for other needed instructional materials.
19. Supervises pupils in and out-of-classroom activities during the assigned working day.
20. Administers standardized achievement tests in accordance with testing procedures and submits test results as required. Administers quarterly benchmark assessment, groups students according to data
21. Participates in the planning and development of curriculum and instructional programs.
22. Participates in faculty meetings, committees, and school sponsored activities.
23. Promoting test preparation through the instruction of technology skills included in adopted assessments including BIE summative assessments.
24. Will make collaborative efforts to assist in reaching school improvement goals.
25. Will be in daily attendance of 90% or better on a monthly basis.

III. OTHER REQUIRED RESPONSIBILITIES

1. Attend staff meetings and all required school in-service program activities.
2. Be responsible for own involvement as contributing member involving group decisions and the development of a positive, cooperative building environment.
3. Be responsible for following accountability procedures; know and observe Board policies and regulations.
4. Account for school and school property, as required.
5. Provide Quality Customer Service.
6. In the event of absence, contacts his/her immediate supervisor within the specific time ensure coverage of duty area.
7. Performs other duties as assigned by supervisor.

IV. **SUPERVISION RECEIVED BY:** Principal

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Hotevilla Bacavi Community School Board functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations, or school policies.

REVIEWED BY: _____ DATE: _____
Employee

APPROVED BY: _____ DATE: _____
Immediate Supervisor

APPROVED BY: _____ DATE: _____
Governing School Board