



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 OPEN CONTINUOUS

POSITION TITLE: ATTENDANCE & BEHAVIOR ASSURANCE COACH

TCSB-2526-004

Announcement No

SALARY RANGE: \$69,602 to \$97,721 PER SCHOOL YEAR
(Based on Education and Experience)

JUNE 18, 2025

Opening Date

FLSA STATUS: Exempt

SCHOOL YEAR CONTRACT

OPEN UNTIL FILLED

Closing Date

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.

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.

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 a condition of employment.

PERFORMANCE EXPECTATIONS

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, community members and vendors.
- Possess cultural awareness and sensitivity
- Maintain a current insurable driver's license

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Implement school-support outreach strategies where all families feel welcome, supported, and encouraged to become involved in all levels of family Involvement
- Facilitate, as needed, two-way communication between families and school staff
- Collaborate with all school staff to create a welcoming and inclusive atmosphere throughout the school campus.
- Maintains a cohesive school atmosphere conducive to learning and maintains adherence to classroom behavioral expectations and detention rules.
- Adheres to all detention policies and procedures, and the student handbook
- Confer regularly with his/her supervisors, the school principals or their designees, regarding matters related to students attendance and welfare.



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- Confer with students and their parents regarding problems or concerns related to student attendance, welfare, and makes home visits as necessary.
- Work closely with all school personnel regarding matters related to student attendance and welfare.
- Act as a liaison between the school and community agencies, such as public and private welfare, and law enforcement agencies. Serves as liaison between school and home to explain legal procedures involving school attendance.
- Participate in in-service training of school personnel in matters related to student attendance and welfare.
- Investigate non-attendance to ensure the legality of absence excuses.
- Facilitates and coordinates various support services to students and/or families and related programs.
- May provide and/or arrange for transportation for students and/or families as needed.
- May facilitate appropriate/respective application process by assisting families/students with all necessary forms and maintaining continuity of the application process.
- May obtain and maintain records, reports, and data, and any necessary documentation according to federal and state regulations.
- Maintains strict confidentiality
- Participates in workshops and conferences as requested by the immediate supervisor.
- Develop and maintain student folders.
- Keep confidential files in the office and locked in a file cabinet when not in use.
- Participates in educational activities, such as professional workshops, that improve personal skills for providing better services to the students.
- Schedule and attend weekly student appointments, facilitate and implement student reinforcement programs.
- Attend and provide relevant input in students' IEP meetings.
- Works directly with students toward the development of self-advocacy and the ability to make life choices within the transition process.
- Participates in department, staff meetings and contributes through committee assignments.
- Knowledge of To'Hajiilee Community School Board of Education Incorporated Staff & Parent/Student Handbook.
- Exercise initiative and resourcefulness in developing activities and when working with outside resources.
- Perform other duties as directed by the school and administration

STATEMENT OF DUTIES:

Under the general supervision of the Chief School Administrator and/or designee, responsible for enforcing the rules and policies of the district for proper school attendance. The Attendance & Behavior Assurance Officer extends every effort to see that students attend school regularly when not ill and that they report to class promptly. The officer shall also work cooperatively with teachers, counselors, school administrators, and parents to ensure compliance with attendance laws and regulations, and other related duties as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree from an accredited college or university in the field of Education, with a NMPED License (Level II to Level III).
- A record of satisfactory performance in all prior and current employment, as evidenced by positive employment references from previous and current employers.
- A valid New Mexico Driver's License
- Must successfully pass the Background and Character Investigation in compliance with the Indian Child Protection and Family Violence Prevention Act, Public Law 101.630
- Bilingual skills in English and the Navajo Language (Navajo Language preferred but not required)



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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.

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.

OTHER REQUIREMENTS/SPECIAL REFERENCE:

- You must be a U.S. citizen to qualify for this position.
- 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 upon hire.
- Housing is **NOT** available.
- Relocation Expenses **WILL NOT** be paid.

HOW TO APPLY: Submit the following documents:

1. Employment Application (Download from the website)
2. Background Investigative Questionnaire for a Child Care Position Application (Download from website)
3. Copy of New Mexico (OR Reciprocating State License) Counseling Licensure(s)
4. Current Resume Unofficial College Transcripts (An official transcript will be required upon hire)
5. BIE Form 4432 (if claiming Navajo/Indian preference in employment)
6. Copy of a valid Driver's License
7. Copy of Individual Motor Vehicle Driving Report

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