



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: EXCEPTIONAL STUDENT SUPERVISORY INSTRUCTIONAL LEADER TCSB-2526-005
Announcement No.

SALARY RANGE: \$69,602 – \$99,362 PER SCHOOL YEAR June 18, 2025
Level II to Level III NMPED License
(Based on Education and Experience) Opening Date

FLSA STATUS: Exempt SCHOOL YEAR CONTRACT (214 Days) 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 is a condition of employment.

PERFORMANCE EXPECTATIONS

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

- Supervise Special Education Personnel: (Elementary Teachers, Secondary Teachers, and Education Assistants)
- Create and maintain Special Education Teachers and Special Education Assistants schedules
- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards
- Serves as an Administrator for the Special Education and Gifted and Talented Department by monitoring implementation of professional development in classrooms and grade level/content area meetings in accordance with the school improvement plan
- Adhere to To'Hajiilee Community School Board of Education Incorporated Staff & Parent/Student Handbooks.
- Plans and implements a program of study that, as much as possible, meets the individual needs, interests, and abilities of students and complies with State Department of Education Standards and To'Hajiilee Community School Board of Education goals and objectives, and individual student IEP plans if appropriate.
- Implement and monitor school behavioral expectations and policies including monitoring student discipline and attendance trends; overseeing truancy interventions, address safety and welfare issues by holding meetings with parents, investigating incidents, documenting findings, contacting proper authorities and conforming to legal requirements and regulations.
- Implement instructional and assessment strategies by attending meetings, facilitating discussions amongst teachers, staff, and working with Chief School Administrator, Supervisory Instructional Leader, Counselors to help develop, manage, maintain student behaviors programs.
- Attend all IEP's (Special Education and Gifted and Talented as Administrator Designee)
- Maintain all legal compliance (State, Federal requirements, BIE) and documentation (IEP Process)
- Maintain and coordinate all Audit visits (twice a year)
- Facilitate and update long and short-term goals for SPED and Gifted and Talented Department



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- Maintain and coordinate all ancillary services (currently have contracts with SLP, School Psychologist, OT, PT, APE, and audiologist) are provided.
- Maintain and coordinate setup parent meetings and trainings.
- Be knowledgeable of SPED and Gifted and Talent student count
- Be knowledgeable of the NASIS data health check
- Be knowledgeable of eligible, referral, evaluations/assessments
- Set up/coordinate/ESY services
- Maintain communications with the Chief School Administrator on a weekly basis
- Attend Leadership meetings
- Keep up with all the legal aspects/news/new regulations
- Monthly webinars for transition/SPED info from Bureau of Indian Education personnel
- Contact parents/guardians through phone calls/home visits when necessary to support program needs
- Interact in an honest, trustworthy, and dependable manner with staff, students, parents, employees, community members and vendors.
- Possess cultural awareness and sensitivity
- Other duties as assigned

STATEMENT OF DUTIES:

Under the general supervision of the Chief School Administrator, the incumbent of this position serves as a Special Education Administrator at To'Hajiilee Community School. The instructional area(s) assigned will be within the grade level(s): K-12

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Master's Degree in Special Education with NM State-issued Administrative License
- Holds a current Level 2 or Level 3 State of New Mexico Special Education K12 Teacher's License, and completed a PED-approved administration apprenticeship program at a college or university through an educational administration program consisting of a minimum of 180 clock hours for one calendar year (under the supervision of a local school superintendent)
- A minimum of eighteen (18) semester hours of graduate credit in an educational administration program approved by the PED which addresses PED's approved functional areas and related competencies in educational administration
- 1 year of related experience
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employment.
- Must successfully pass the Background and Character Investigation in compliance with the Indian Child Protection and Family Violence Prevention Act, Public Law 101.630
- A valid New Mexico Driver's License is required.
- Bilingual skills in English and the Navajo Language (Navajo Language preferred but not required)

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



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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.
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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 Teaching Licensure(s)
4. Current Resume
5. Unofficial College Transcripts (An official transcript will be required upon hire)
6. BIE Form 4432 (if claiming Navajo/Indian preference in employment)
7. Copy of valid Driver's License
8. Copy of Individual Motor Vehicle Driving Report

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