



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

POSITION TITLE: CARPENTRY TRAINING INSTRUCTOR

TCSB-2526-002

Announcement No.

SALARY RANGE: \$32,301 TO 54,977 PER SCHOOL YEAR

(Based on Education, Experience, and NM State Licensure)

May 27, 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 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:

- Uphold all principles of confidentiality to the fullest extent.
- 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 driver's license
- Instruction and Supervision of Students.
- Implement the School's Curriculum and document the dates of instruction. (Lesson Plans)
- Provide Supervision of Education Assistant and site their assignments in the lesson plans.
- Proactive and Positive Communication with Administration, including discussion, questions, and/or clarifications.
 - Participate in Professional Development Training
 - Participate in Parent Involvement Activities
 - Participate in Committees as assigned
- Develop and maintain student portfolios.
- Follow the Benchmark/Progress monitoring/Assessment Calendar.
- Support the School's Philosophy of student centered learning and positively support your fellow colleagues.
- Comply with Staff dress code.
- Prepares monthly instructional outlines and related daily lesson plans covering relevant units of study and specifying objectives, activities and evaluative methods and instruments for both group and individual instructional programs.
- Teaches students by selecting, developing, adapting, and implementing appropriate instructional methods and techniques utilizing available resources to provide for academic achievement.



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- Plans techniques and/or methods that will lead students in decision-making and problem solving skills by providing learning experiences to develop cognitive, affective, and psychomotor skills.
- A level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports as required by the position and to incorporate technology into student curriculum, and utilize NASIS (attendance and grading software).
- Continuously evaluates individual and group academic progress through the use of criterion-referenced tests, periodic standardized tests, oral tests, and/or other relevant evaluative methods and instruments. Makes progress reports to parents and students and maintains required records in accordance with applicable regulations.
- Demonstrates carpentry projects to the students. Assists students in the integration of the traditional and modern styles in the classroom.
- Is responsible for regularly scheduled class activities pertaining to carpentry projects.
- Maintains control of assigned classes and handles discipline independently except for chronic or extreme behavior problems.
- Supervises assigned students as scheduled throughout the academic day and/or activity. This supports the safety, health and welfare of the students in compliance with school guidelines.
- Participates in educational activities, such as professional workshops, that improve personal skills for providing better services to the students, and implements within classroom.
- Participates in department staff meetings and contributes through committee assignments.
- Coordinates a carpentry art display/show of student work during the spring semester.
- Provides for the proper care and use of assigned supplies and materials.
- Adheres to the To'Hajiilee Community School Board of Education Incorporated Staff & Parent/Student Handbooks.
- Proper dress, speech, and demeanor when working with parents, staff and/or students.
- Knowledge of on-going developments in the professional field through study, professional conferences and workshops.
- Comprehensive knowledge of subject areas taught according to assigned teaching level and the ability to plan instruction in appropriate units for effective presentation.
- Skill and ability to give direction and work cooperatively with others.
- Plan instruction in appropriate units for effective presentation and skill in motivating student's response.
- Establish a program that ensures a cooperative, supportive, and participatory environment for all students, staff, and parents.
- Collaborate with the Student Assistance Team (SAT) and Special Education Teacher to ensure that your students are receiving the best education possible.
- Maintain confidentiality of student records and diagnoses, when applicable.
- Exercise initiative and resourcefulness in developing activities and when working with outside resources.
- Provide a relationship that is pro-active and positive.
- Performs other duties as assigned.

STATEMENT OF DUTIES:

Under the general supervision of the Chief School Administrator, the incumbent of this position serves as a school Carpentry Training Instructor at the To'Hajiilee Community School. The instructional area will normally range in the secondary grade levels (High School 9th through 12th grade).

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- 1 year of comparable work experience.
- High School Diploma/GED, plus five years of work experience related to the Carpentry/Construction field.
- State of New Mexico Vocational Technical Certification/License from NMPED.
- A record of satisfactory performance in all prior and current employment, as evidenced by positive employment references from previous and current employment.



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- 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:

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with staff, students, parents, employees, community members and vendors.

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 (Reciprocating State) 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.