



KIN DAH LICHÍ'Í ÓLTA'

POSITION DESCRIPTION

Approved 08/30/2023

TITLE: Navajo Language & Culture Technician	EMPLOYMENT: 9.5 Months
CLASSIFICATION: Non Exempt	CATEGORY: Classified

GENERAL STATEMENT OF RESPONSIBILITIES: Responsible for providing appropriate and effective instruction to students to improve native culture knowledge and language. Success and confidence in school; to ensure mastery of established culture standards and skills to meet the unique needs of each student. Serve as a strong role model for students and model good character. Maintain a positive working relationship with students, parents, and staff.

Necessary Qualifications:

- Associate of Arts Degree, Bachelor or Master Degree in Education preferred
- Valid Arizona teacher certification in Native American Language, Pre-K -12.
- Demonstrated successful Navajo language and culture classes in an elementary setting within the past 5 years.

An equivalent combination of education, training and work experience which provides the capabilities to perform the described duties may be considered.

Special Requirements:

- First Aid and CPR Certification is required within 30 days of hire.
- Valid Driver's License required.
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three (3) employment positions.

Knowledge, Skills and Abilities:

- Possess strong interpersonal, organizational, and communication skills.
- Ability to communicate ideas and directive clearly and effectively both orally and in writing.
- Knowledge of Navajo Culture and Navajo Language, be highly fluent in reading and proficient in writing Navajo.
- Good verbal and written communication skills, ability to communicate well with parents, students, teachers, staff, and the general public.

Duties and Responsibilities:

- Plans, coordinates, and directs the instruction of Native cultures and Navajo language.
- Plans and arranges schedule for culture and Navajo language classes.
- Develops and aligns lesson plans to instruction in accordance with culture and Navajo language standards and curriculum maps.
- Provides culture and Navajo language instruction based upon principles of effective instruction.
- Be responsible for documenting students' progress and reporting these on report cards, i.e. attendance and grades.

- Assesses students' cultural knowledge and social growth.
- Administers native language proficiency assessments as prescribed by Department of Dine Education.
- Provide individualized and group instruction in Navajo literacy and culture.
- Maintains appropriate records and progress reports for Navajo Language and Culture Programs.
- Supervises students both in and out of classroom as assigned.
- Submits purchase requisitions for equipment and materials for use in Navajo Language and Culture Programs.
- Collaborates with fellow teachers for the successful integration of Navajo language and culture standards across the curriculum.
- Maintains inventory of Navajo Language and Culture Program equipment and materials.
- Maintains schedule of Navajo Languages and Culture Program activities for each classroom/groups.
- Plans and coordinates activities for Native American week and month.
- Maintains all required licenses and certificates in current status and reports to immediate supervisor in the event any required license or certificate lapses, is suspended or revoked.
- Attends and participates in committee meetings, in-service trainings and related activities consistent with duties.
- Complies with School policies, procedures, mission, goals and objectives, and exercises discretion and sound judgment in matters not covered by policy.
- Performs other duties as assigned.

SUPERVISION RECEIVED BY: Principal

WORKING HOURS: In accordance with Board policies

EVALUATION PROCEDURE: In accordance with Board policies

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

REVIEWED BY: _____ **DATE:** _____
Employee

APPROVED BY: _____ **DATE:** _____
Immediate Supervisor

KDLO gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act

DISCLAIMER: The information on this position description has been designed to indicate the general nature and level of work performance by an employee of KDLO for this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed to ensure the continued operations and services for KDLO.