



# KIN DAH LICHÍ'Í ÓLTA'

## POSITION DESCRIPTION

Approved: 04/13/18

<b>TITLE: Certified Teacher</b>	<b>EMPLOYMENT: 9.5 Months</b>
<b>CLASSIFICATION: Exempt</b>	<b>CATEGORY: Certified</b>

**GENERAL STATEMENT OF RESPONSIBILITIES:** Responsible for providing appropriate and effective instruction to students to improve academic achievement, success, and confidence in school; to ensure mastery of established academic standards and academic skills, and to meet the unique needs of each student. Serves as a strong character role model for students. Maintains a positive working relationship with students, parents, staff, and administration.

### **Necessary Qualifications:**

- Bachelor of Science Degree or Master's Degree in Elementary Education.
- Valid Arizona Department of Education certification appropriate to teaching assignment.

*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 Arizona 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.
- Knowledge and familiarity with the Navajo language, culture, and people is a preferred qualification.
- 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:**

- Demonstrated proficiency in the use of educational technology.
- Experience in the use of data for instructional planning.
- Excellent written and oral communication skills.

### **Duties and Responsibilities:**

- Designs and plans instruction that develops students' abilities to meet academic standards and assessment of students.
- Provides academic instruction based upon principles of effective instruction.
- Develops and aligns lesson plans to instruction in accordance with academic standards and curriculum maps.
- Evaluates and adapts curriculum materials to the learning needs of students.
- Creates and maintains standards of pupil conduct and a learning classroom climate that supports the development of student abilities to meet academic standards.
- Assesses students' academic skills and social growth; keeps appropriate academic records.

- Maintains the confidentiality of records and prepares progress reports.
- Communicates with parents to discuss students' academic progress and orientation on school programs.
- Cooperates with other professional staff members in assessing social and learning problems of students.
- Plans for effective instruction for special student populations (English Learners, Gifted and Talented, Special Needs) and seeks teaching resources for diverse learners.
- Creates an effective classroom learning environment through functional and attractive displays, bulletin boards, etc.
- Collaborates with administrator and colleagues to achieve school goals.
- Selects and orders books and instructional supplies and maintains required inventory records.
- Supervises pupils during in and out of classroom activities during the assigned working day.
- Administers standardized achievement tests in accordance with testing procedures and submits test results as required.
- Participates in the planning and development of curriculum and instructional programs
- Participates in faculty meetings, committees, and school sponsored activities.
- Supervises and evaluates assigned teacher assistants.
- Maintains good classroom management and instructs students on proper procedures conducive to high quality learning environment and student engagement.
- Participates in faculty meetings and school sponsored activities.
- 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

**Supervision Given:** Teacher Assistant(s)

**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.