



KIN DAH ŁICHÍ'Í ÓLTA'

POSITION DESCRIPTION

Revised 04/13/2010

TITLE: Certified Teacher	EMPLOYMENT: 9 Months
CLASSIFICATION: Exempt	CATEGORY: Certified

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 and staff.

I. QUALIFICATIONS:

1. B.S. or Master Degree in Education.
2. Valid Arizona Department of Education certification appropriate to teaching assignment.
3. Knowledge of Navajo culture preferred.
4. Good verbal and written communication skills, ability to communicate will with students and staff.
5. First Aid and CPR skills.
6. Valid Arizona Driver's license required
7. Must pass criminal background check by state, federal and Navajo Nation.

II. DUTIES AND RESPONSIBILITIES:

1. Designs and plans instruction that develops student's abilities to meet academic standards and assessment of students.
2. Provides academic instruction based upon principles of effective instruction.
3. Develops and aligns lesson plans to instruction in accordance with academic standards and curriculum maps.
4. Evaluates and adapts curriculum materials to the learning needs of students.
5. Creates and maintains standards of pupil conduct and a learning classroom climate the supports the development of student abilities to meet academic standards.
6. Assesses student's academic skills and social growth; keeps appropriate academic records.
7. Maintains the confidentiality of records and prepare progress reports.
8. Communicates with parents to discuss student's academic progress and orientation on school programs.
9. Cooperates with other professional staff members in assessing social and learning problems of students.
10. Creates an effective classroom learning environment through functional and attractive displays, bulletin boards, etc.
11. Participates in professional development training programs.
12. Collaborates with Administrator and colleagues to achieve school goals.
13. Selects and orders books and instructional supplies and maintains required inventory records.
14. Supervises pupils in and out-of-classroom activities during the assigned working day.
15. Administers standardized achievement tests in accordance with testing procedures and submits test results as required.
16. Participates in the planning and development of curriculum and instructional programs.
17. Participates in faculty meetings, committees, and school sponsored activities.
18. Supervises and evaluates assigned teacher assistants.

- 19. Maintains good classroom management and control of students.
- 20. Performs other duties as assigned by supervisor.

- III. SUPERVISION RECEIVED BY: Head Teacher
- IV. SUPERVISION GIVEN: Teacher Assistant & Volunteers
- V. WORKING HOURS: In accordance with Board policies
- VI. EVALUATION PROCEDURE: In accordance with Board policies

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Kin Dah Lichi'i Olta', Inc. Governing Board of Education functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statues and their implementing regulations, or school policies.

REVIEWED BY: _____ DATE: _____
Employee

APPROVED BY: _____ DATE: _____
Immediate Supervisor