DUTIES AND RESPONSIBILITIES:

Will be responsible in working with all grant, contract, BIE and public schools. Monitor and assist grant, contract, BIE and public schools of their Navajo language and culture programs. Works with the schools’ curriculum team to develop/enhance schools’ curriculum and works with principals and district administrators to ensure implementation of schools’ curriculum. Assists, plans, and facilitates professional development for grant, contract, BIE and public schools of new strategies and methods on curriculum development, teaching strategies, methods, educational theories, and movement, content information of the Diné Content Standards, Navajo culture, customs and practices, and language immersion information. Plans for developmentally and culturally appropriate curriculum and materials that fits the philosophy, curriculum & assessment framework, themes, and calendar of the schools and schools’ mission and vision. Develop, establish and organize a collection of culturally related resource/materials that supplement and compliment the (5) Diné Content Standards for teacher use and maintains current inventory and control of such equipment and materials. Provides individual and small group assistance to Navajo language teachers in order to adapt the curriculum to the needs of schools. Observes instruction in the classroom and provides input for teacher to improve their performance using culturally responsive methods. Assist with assessment revision instruments and implementation to measure student achievement and teacher effectiveness. Assist in planning and providing culturally responsive activities and/or materials to extended learning programs. Communicates with parents and communities the importance of language revitalization in the communities by including them in OSCAD sponsored professional development. Devises and maintains such records and reports as are necessary to the successful execution of the job and in compliance with DODE/Federal regulations. Prepare detail reports of Grant and Contract schools for annual compliance. Assist with writing the terms to implement and enter into a Memorandum of Agreement between the public school districts and the Navajo Nation. Participates in OSCAD and DODE staff meetings and contributes to the planning and support of DODE initiatives. Maintains current inventory control of all equipment and materials. Assumes responsibility for own professional growth and development; for keeping current with literature, new research findings, and improved teaching techniques, and for attending appropriate professional meetings, seminars, conventions. Will follow the mandates of Navajo Nation, State, and Federal Laws as well as established legislation of all entities. Performs other work related duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

**Minimum Qualifications:**
- A Bachelor's degree in Elementary, Secondary Education or related field; and four (4) years in the educational field including classroom teaching and supervisory responsibility.

**Special Requirements:**
- A favorable background investigation.
- Possess a valid driver's license.

*(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)*

**Special Knowledge, Skills and Abilities:**

Must read, write and speak Navajo fluently; certification in Navajo language & culture from the states of NM, AZ, UT Licensure Divisions. Speaks and models culturally appropriate values and professional behavior with DODE staff, school staff, students, parents, and community members.

*THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS’ PREFERENCE.*