

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS1492173

Date Posted: 07/19/10

POSITION NO: 241978

Closing Date: 07/30/10

CLASS CODE: 3745

POSITION TITLE: ADAPTIVE EDUCATION TEACHER

DEPARTMENT NAME: DPS/Department of Corrections

DEPARTMENT NO: 149 WORKSITE LOCATION: Tuba City, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N66A

Days: Monday to Friday

Permanent:

SALARY:

Hours: 8:00am to 5:00pm

Temporary:

Duration: _____ \$ 43,451.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 20.89 Per Hour

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Correctional Supervisor, performs activities such as limited to planning, setting up schedules and assignments for class schedules, organizing, to file individual folders and providing statistical information when needed, organizing the classroom to provide a good atmosphere and the structure of classroom teaching. Implement the rules and policies for the facility by providing guidance and verbal communication to each youth that is in the program. To oversee and monitor youth in the program by providing all necessary behavior information to the on duty correction officer for immediate corrective action. To operate office equipment and utilize office supplies as needed. To coordinate and plan for school programs and scheduling with the education specialist to ensure stability of the program by completing all required documentation and reports in a timely manner. To work with local and surrounding school districts in conducting updates and submitting of all required documentation for each youth that go through the program.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Education and; **OR** a Master's degree in Education and;

Experience:

two (2) years of professional teaching experience in middle or high school grades; **OR** one (1) year professional teaching experience in middle or high school grades.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of federal, state and Navajo Nation rules, regulations, policies and procedures related to areas of assignment; of theories, principles, practices and techniques of educational methodology applied in teaching adolescents; of Navajo culture and its influence on the daily lives of the children and family; of academic and/or vocational education curricula; of the principles and practices of educational or vocational assessments, evaluation and interpretation; of alternative educational programs, such as GED, Job Corps, vocational training, challenge programs, etc.; of first aid and safety practices and procedures; of behavioral management systems and processes; and of medical and psychosocial issues related to individuals with learning, developmental and/or emotional disabilities. Skill in the administration, evaluation and interpretation of educational/vocational assessments; in maintaining a clean safe supportive educational environment; and in establishing and maintaining effective working relationships. Ability to evaluate, design and implement curriculum, testing and/or teaching methodologies.

License/Certification Requirements:

Must possess a Department of Education Training License by the State of Arizona or in assigned state, a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate, and a valid state driver's license. Within 90 days of employment must pass a criminal background check, fingerprinting, and physical examination and obtain a Navajo Nation Vehicle Operator's Permit.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99