

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0722485
POSITION NO: 943514
CLASS CODE: 3745

Date Posted: 10/11/10
Closing Date: 11/22/10

POSITION TITLE: ADAPTIVE EDUCATION TEACHER

DEPARTMENT NAME: Department of Behavioral Health Services - Navajo Regional Behavioral Health Center

DEPARTMENT NO: 72 WORKSITE LOCATION: Shiprock, New Mexico

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N660A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 80 hrs.

Temporary:

Duration: \$ 43,451.20 Per Annum

Part-Time:

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

DUTIES AND RESPONSIBILITIES:

Plans, develops, writes and implements curriculum and educational programs in accordance with education/treatment goals and student's abilities; completes educational assessments including assessment of current academic status, motivation for school, history of strengths and weaknesses, and educational goals for new admissions; in coordination with student's home school determine if child is enrolled in school prior to admission, obtains transcripts, assessments and behavioral information; provides direct academic teaching of required courses in educational classes; updates and revises curriculum through the acquisition of educational materials and training; responsible for providing grades/transcripts to student's home school upon discharge from treatment center.

Develops individual program plans and daily lesson plans; ensures that appropriate classroom time is provided for each subject in accordance with state and Navajo Nation standards; evaluates assignments and monitors progress and achievements; manages behavior to ensure an emotionally and physically safe classroom environment; serves as an active member of treatment team; participates in treatment team meetings and treatment plan reviews providing information about student's progress in meeting educational goals and academic progress; participates in multidisciplinary treatment planning meetings; assists resident with vocational and career searches, applications and training.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Education; and

Experience:

two (2) years professional teaching experience in middle or high school grades; OR a Master's degree in Education; and 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 transcripts, certificates, diplomas, etc.)

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

Special Knowledge, Skills and Abilities:

Knowledge of federal, state and Navajo Nation rules, regulations, policies and procedures related to areas of assignment; knowledge of theories, principles, practices and techniques of educational methodology applied in teaching adolescents; knowledge of Navajo culture and its influence on the daily lives of the children and family; knowledge of academic and/or vocational education curricula; knowledge of the principles and practices of educational or vocational assessments, evaluation and interpretation; knowledge of alternative educational programs, such as GED, Job Corps, vocational training, challenge programs, etc.; knowledge of first aid and safety practices and procedures; knowledge of behavioral management systems and processes; knowledge 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; skills in maintaining a clean safe supportive educational environment; skill in establishing and maintaining effective working relationships.

Ability to evaluate, design and implement curriculum, testing and/or teaching methodologies; ability to work with youth and establish a positive resident/teacher relationship; ability to work with and collaborate with education and health care specialists.

License/Certification Requirements:

Must possess a Department of Education Teaching License by the State of Arizona or in assigned state, a First Aide 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.