

### **HEAD START DINÉ CULTURE & LANGUAGE COORDINATOR**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in the development and coordination of teaching methods, materials and information necessary to provide Diné cultural and language enhancement in all Head Start classrooms; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Selects and coordinates the implementation of Diné language and culture model curriculum and materials to the Head Start center and homebase staff as a part of the child development program; reviews and determines appropriateness of teaching material; provides instruction to staff on the Diné culture, language and historical information using standard text and material; develops teaching materials; promotes parent involvement in Diné cultural activities and language development in the home, school and community.

Establishes and maintains community support of teaching methods; ensures that teaching materials incorporate the multi-cultural background of children, if appropriate; provides instruction to staff in the preparation of native foods, social games, social dances and other activities appropriate to the seasons; recommends activities which stimulate the child's interest in Diné art, music, story telling, farming, ranching and agricultural way of life; provides materials on awareness of clan relationships.

Provides training to staff and parents on Diné culture and language; provides in-service training and special sessions; identifies and maintains cultural resources library and materials; develops and implements standardized Diné language testing and assessment instrument; coordinates cultural oriented field trip activities with staff; assists teaching and support staff as necessary in the centers; prepares required reports.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of federal, state and Navajo Nation rules, regulations, policies and procedures related to preschool instruction and Head Start Programs.

Knowledge of Diné cultural and language model curriculum.

Knowledge of early childhood teaching methods and practices.

Knowledge of Navajo culture and its influence on the daily lives of the children and family.

Knowledge of record keeping and file maintenance methods and practices.

Skill in planning and providing Diné educational activities to children ages three through five years.

Skill in working with parents, grandparents and volunteers in providing and meeting children's needs.

Skill in overseeing, monitoring, and directing staff in providing Diné cultural services to children.

Skill in maintaining accurate up to date files, records and reports.

Skill in establishing and maintaining effective working relationships with others.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work may require lifting, bending, stooping, sitting on the floor and participating in children's activities with exposure to children and their diseases and working with multi-cultural issues.

**MINIMUM QUALIFICATIONS:** An Associate's degree in Early Childhood or related field; and 2 years experience developing and/or teaching Diné culture and language.

THE NAVAJO NATION

Class Code: 3642  
Community Education and Counseling Series  
Head Start Group  
Overtime Code: Non-Exempt  
Pay Grade: 59

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**SPECIAL REQUIREMENTS:** Must pass a criminal background check, fingerprinting and employee assessment prior to employment; must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, a current First Aide Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit. Some positions may require a commercial driver's license.

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.