

**NAZLINI COMMUNITY SCHOOL, INC.**  
Position Description

**POSITION TITLE:** 50/50 Immersion Teacher  
**CONTRACT TERM:** 10 Months

**CLASSIFICATION:** Exempt  
**DATE APPROVED:** 06/10/2020

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**POSITION SUMMARY:** Language immersion is an approach to teaching language to where most of the subject content is in the second language (Dine). In first grade Dine dual language immersion program the Dine language will be used as a teaching tool 50% of the time. 50% of the day will be spent in learning the subject matters in Dine and 50% of the day spent in learning the subject matters in English. To develop high level of proficiency in understanding, speaking, reading, and writing the Dine and English language. To develop positive attitudes toward those who speak the Dine language and toward their own culture and other cultures.

**RESPONSIBILITIES AND DUTIES**

- To help students become proficient in listening, thinking, speaking, reading and writing in Diné.
- To help students learn subject knowledge, academic and social skills that will contribute to their ability to function as contributing members of society; to become life-long learners; to develop an understanding of the Navajo, American and other cultures.
- Speak and behave in a professional and culturally sensitive manner with staff, children, parents, visitors, service people, et cetera, at all times.
- Teaches content and skills in assigned subject area/s, using adopted text books and enforces the approved course of study.
- Plan and teach a developmentally and culturally appropriate curriculum and materials that fits the philosophy, curriculum & assessment framework, themes, and calendar of the school and the school's mission and vision.
- Plans lessons that meet the individual needs, interests, and ability level of students.
- Provides individual and small group instruction in order to adapt the curriculum to the needs of each student.
- Creates a safe and orderly environment, conducive to learning and appropriate to the maturity and interests of student.
- Exercises supervision over students in and out of the classroom when assigned.
- Assumes responsibility for own professional growth and development; for keeping current with the literature, new research findings, and improved teaching techniques, and for attending appropriate professional meetings, and conventions.
- Encourages students to think independently and to express original ideas.
- Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.
- Assesses the accomplishments of students on a regular basis and provides progress reports/grades as required.
- Identifies student needs, and cooperates with other professional staff members in assessing and helping students solve problems associates with health, attitude, and learning difficulties.
- Communicates with parents, school counselors, other teachers, and administration to function effectively as part of the teaching team in the interest of each student.
- Makes decisions regarding retention and promotion of students.
- Maintains accurate, complete, and correct information relating to attendance, lesson plans, IEPs and other record keeping.
- Maintains confidentiality of student records.
- Participates in faculty meetings and the sponsorship of student activities.
- Maintains professional competence through in-service education activities provided by the school and/or in self-selected culturally appropriate professional growth activities.
- Maintains current inventory control of all equipments and materials in individual's classroom.

- Will follow the mandates of Navajo Nation, State, and Federal Laws as well as established school policies.
- Performs other work related duties as assigned.
- Reads and knowledgeable of NCSI Policies and Procedures, Mission and Vision Statement.
- Utilize Accountability measurement and resources in correlation to school adopted policies, goals and school wide program plans

**SPECIFIC QUALIFICATIONS**

- Possess or be able to obtain a valid Arizona teaching certificate
- Possesses a bilingual endorsement
- Ability to read, write and speak Navajo & English fluently
- Minimum of three years successful classroom teaching experience in which teaching of Diné (Navajo) language was an important responsibility of the position
- Valid Arizona Drivers License
- Valid Fingerprint Clearance Card
- Ability to work cooperatively with other staff, especially in a cultural and standards based learning & teaching environment, development of reading program, school library/resource center, and parent center
- Other qualifications as the Board may deem appropriate.

**PHYSICAL REQUIREMENTS**

- Annual Physical Examination is required.
- Physically comfortable, normal classroom work

**REPORTING RELATIONSHIP**

- Reports to the Head Teacher

**SALARY** to be determined based on education and experience and be placed on the NCSI, salary schedule.

**NOTE:** This job description is subject to review and change.

**CERTIFICATION**

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

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