

Window Rock Unified School District No. 8

Position Description

Position Title	Diné Education and Language Learning Director
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Date Revised	April 13, 2010
Status	Administrative
Salary Level	Appropriate Salary Schedule (to be determined based on experience and education)
Work Year	12 months

Qualifications	<ul style="list-style-type: none">➤ Master's degree from an accredited college or university preferred➤ Valid administrative certificate as required by the Arizona Department of Education preferred➤ Minimum 3 years successful Dine (Navajo) teaching experience➤ Minimum 2 years administrative or management experience where Diné (Navajo) language was the language of instruction➤ Bilingual Endorsement preferred➤ Ability to read, write and speak Navajo & English fluently➤ Other qualifications as the Governing Board may deem appropriate➤ Valid Arizona <u>d</u>river's <u>l</u>icense➤ Valid <u>f</u>ingerprint <u>c</u>learance <u>c</u>ard
Certificates/Licenses	

Job Goal	To provide district wide leadership for Dine education and language learning for students of WRUSD #8. Successfully manage the district wide Title VII-Indian Education and Johnson O'Malley programs.
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Essential Duties	<ul style="list-style-type: none">➤ Administers Title VII and JOM programs➤ Monitors grants to ensure that school district goals and objectives are in compliance with Title VII and JOM guidelines➤ Accounts for the expenditures of all Title VII and JOM program activities➤ Knowledge of school reform initiatives with regard to curriculum, instruction and assessment➤ Collaborates with principals to provide direction for district wide Diné education and language programs➤ Provides and supports the teachers and administrators of Dine Bi'olta' Immersion School➤ Ensures continuous improvement to the Diné Language curriculum in coordination with the Curriculum, Instruction, and Assessment (CIA) department➤ Coordinates professional development for Diné Language personnel.➤ Works with Parent Educators to coordinate parental involvement activities within the Diné Language program.➤ Ensures program activities are aligned with state academic standards➤ Serves as the contact/liason person with other researchers and educators in bilingual and multicultural education.➤ Keeps current on research in culturally based language and education programs to guide continuous school improvement➤ Assists the Vertical Teams for Immersion School and K-12 language.➤ Keeps current on tribal, state and national language and education policies to guide implementation of programs➤ Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solve problems➤ Organizes and facilitates Indian Education Committee (IEC) activities and participates in all IEC meetings➤ Collaborates with supervisors of other departments such as (but not limited to) special education, Gifted & Talented, extra curricular programs, Extended Day programs, and other services within the school to maximize student learning.➤ Assists in the recruitment, screening and selection of Diné Language and Culture program personnel.➤ Assists in the preparation and submission of reports/applications required by the school, tribal, state or federal agencies.➤ Inventories control of all equipment and materials under his/her supervision
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- Ensures fiscal accountability for any funds assigned
- Communicates with parents and school counselors in the interest of each student
- Maintains confidentiality of records
- Follows the mandates of State, Federal and the Navajo Nation Laws as well as established district policies
- Assists and provides guidance district wide regarding Diné language and culturally relative issues within the school district
- Disseminates public relations information to the community
- Presents to professional organizations as required at local, state and national levels
- Attends Governing Board and Administrator's meetings.
- Performs other work duties as assigned.

Physical Effort High level of physical and mental effort required
Working Environment Normal school district work environment

Supervision Given None
Supervision Received Curriculum, Instruction and Assessment Director

The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. Position is contingent upon funding.

Supervisors signature

Date

Employees signature

Date

Board Approved: *04/13/10*