



JOB DESCRIPTION

Position: Teacher for NCAD

Salary : Range \$34,000.00-\$40,000.00 based on experience

Location: Holbrook, AZ

Job Type: Contracted-Full Time

Position Overview Under general supervision, undertakes and performs a variety of tasks associated with curriculum and lesson plan development and providing one-on-one and classroom setting education and related education services to students enrolled in Navajo County Accommodation District.

Preference will be given to candidates with experience working with special education and/or at-risk children and/or who possess a special education teaching endorsement. Successful applicants must also undergo and successfully complete a criminal history/background investigation (felony and misdemeanor convictions may be disqualifying depending upon the number, severity and recency) and a Credit Check.

TO APPLY:

- 1 Complete and submit application.
3. Submit letter of interest and resume.
4. Copy of current Arizona teaching certificate.
5. Return completed packet to Navajo County Education Service Agency, PO BOX 668; Holbrook, AZ 86025

Position Qualifications: A Bachelor's degree in Education, Elementary Education with middle school experience or endorsement, Secondary Education or closely related field; Arizona teaching certificate and three (3) years of relevant, progressively responsible teaching, instructional or closely related experience.

Knowledge, Skills & Abilities

- Knowledge of applicable city, county, Arizona Supreme Court, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Knowledge of Navajo County ESA and specific court-related policies and procedures.
- Knowledge of the principles of management and supervision.
- Knowledge of the principles of file and records management.
- Knowledge of court processes, procedures and legal terminology.
- Knowledge of trends and practices in adolescent education.

- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Skill in assessing, evaluating, prioritizing and handling multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, evaluating, analyzing, identifying and recommending solutions to problems.
- Skill in producing written reports for internal and external audiences.
- Skill in establishing and maintaining effective working relations with co-workers, other County employees, representatives of other governmental agencies, the bar association, victims, witnesses, litigants, jurors, news media, general public and others having business with the courts of Navajo County.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.

Essential Job Functions

*The following EXAMPLES OF DUTIES are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. The following provide a representative summary of the major duties and responsibilities. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

Identifies, recommends and develops general to specialized curriculum and related educational programs; develops lesson plans, tests, evaluation instruments and related items that coordinate with the AZ College and Career Ready Standards. Provides direct teaching and learning opportunities to students in the Navajo County Instruction for Success (NCIS); works with students; identifies appropriate grade level of instruction; works with students in learning, developing educational skills and in related areas; provides group and as required, one-on-one assistance, to students. develops plans focused on identifying and meeting individual and/or group needs and abilities; identifies, arranges for, and schedules guest speakers; plans and presents lectures, classroom instruction; arranges for and oversees the use of appropriate visual aids, technology, supporting materials, and other items used in the teaching process; receives and reviews class assignments; awards grades and credit;

Researches, identifies and recommends books and related teaching materials; designs, administers and grades tests. Identifies, designs, administers, collects and reviews daily and longer-term assignments; grades papers; works with parents, representatives from other educational institutions and others regarding individual and/or collective student needs. Oversees and provides instruction on computer use and operation; provides guidance and assistance related to computer operations and computer-related education; assists students with obtaining student-specific educational needs.

Works in groups and one on one to provide education and training; works with parents, teachers, administrators, social workers, and others;

Participates in staff meetings and professional development; represents the program in public; serves on and works with committees; promotes program and program activities within the community;

Coordinates with Counselor and Administration; provides input and information regarding individual student progress, attitude, behavior and related progress. Drafts, composes, reviews and/or edits a variety of written documents, summaries and reports; updates and maintains statistical and other logs and records; prepares and/or presents written and/or oral reports for internal and external audiences

Performs other functions as assigned; performs other duties as assigned; regular and reliable attendance is required.

Work Hours: 7:30 to 3:30 Monday through Friday on scheduled days according to the adopted calendar 187 days.

EMPLOYEE BENEFITS

- Arizona State Retirement System: Employees working at least 20 hours per week for 20 weeks or more
- Health/dental and life benefit premiums paid for employee

Application Procedures:

Interested parties may download the application from:

<http://www.navajocountyaz.gov/schools/employment.aspx>

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2. Submit letter of interest and resume
3. Copy of Arizona Teacher Certificate
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