

ALAMO NAVAJO SCHOOL BOARD, INC.
POSITION DESCRIPTION

PAY RANGE: The incumbent is paid biweekly, following the completion of each official pay period, on the current ANSB Teacher payroll schedule based on State of New Mexico Public Education Department licensure level.

WORKING HOURS: Monday thru Friday, 40 hours per week

LUNCH HOUR: Varies, scheduled with supervisor

POSITION GOAL: **To provide on-site mentoring, coaching, and professional development study groups for K-8 school staff.**

DUTIES & RESPONSIBILITIES:

1. Supports and efficiently carries out responsibilities in accordance with Alamo Navajo Schools Board, Inc. Policies and Procedures.
2. Represents Alamo Navajo School Board, Inc. in a manner reflecting professionalism and which enhances community understanding of the program.
3. Protects the confidentiality of student & personnel information.
4. Maintains a high personal standard of professional and ethical conduct. Accepts professional responsibility for keeping informed on current educational topics and advancements.
5. Performs assigned duties with the primary intent and purpose of carrying out the commitments of ANSB, Inc. to the funding agency or agencies which support this position, as expressed in the goals, objectives and descriptions of methods and activities incorporated in current funding documents.
6. Participates as an integral part of the Education Division's K-8 math initiative.
7. Assesses strengths and weaknesses of staff and builds positive, reflective mentor-coaching relationships.
8. Provides individual classroom mentoring, observation, conferencing, and modeling on a daily basis for at least 16 – 24 hours per classroom per month.
9. Assists staff by selecting; developing and adapting appropriate instructional methods and techniques utilizing available resources to provide for academic achievement specifically in the area of math.
10. Continuously assists in evaluating individual and group academic progress utilizing appropriate assessment instruments such as; standardized tests, portfolio assessment, classroom observation, informal observations and other methods as appropriate.
11. Assists in planning in-service trainings and reinforces training for staff to work effectively to apply new and/or different teaching methods to improve and develop consistent classroom teaching of math.
12. Develops and administers needs-assessment instruments to document previously un-addressed need areas identified over time.

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13. Develops/improves coordinated formative and summative evaluation plans to measure the effectiveness of projects and program, and to identify critical factors involved. Implements them if funded.
14. Coordinates work with the Principal and Superintendent to assure consistency with Education policy and procedures for the administration of education programs and projects.
15. Provides for own professional growth through ongoing program of reading, and as scheduled by the supervisor, accepts and actively participates in training related to the job. Makes use of knowledge and skills learned on the job.

SPECIAL CONDITIONS:

1. This position is subject by law to finger printing and a criminal/character background investigation.
2. Must provide documentation of immunity or immunization against tetanus, diphtheria, and measles/rubella, and of tuberculosis status by skin test or X-ray, within thirty (30) days of hiring, and at such additional intervals as may be determined by the immediate supervisor or the ANSB Executive Director.

EVALUATION: Will be evaluated in accordance with the Alamo Navajo School Board, Inc., policies and procedures.

CERTIFICATION

"I have carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete and accurate.

Employee

Date

Immediate Supervisor

Date