



**SHIPROCK ASSOCIATED SCHOOLS, INC.**  
**P.O. BOX 1809**  
**SHIPROCK, NM 87420**  
**Phone: (505) 368-2100 | Fax: (505) 368-2076**  
**www.sasischools.net**

## Cyber Academy Specialist Position Description

<b>Department</b>	NWHS	<b>Reports To</b>	NWHS Principal
<b>Salary Range</b>	Based on appropriate salary structure	<b>Classification</b>	Certified
		<b>Supervises</b>	
<b>Contract Days</b>	210	<b>Effective Date</b>	
<b>Type of Position</b>	Full Time	<b>Revised Date</b>	March 18, 2023

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees at the Shiprock Associated Schools, Inc. (SASI) are expected to conform to the following:

- Adhere to all Shiprock Associated Schools, Inc. policies and the professional and ethical behavior standards of public education.
- Interact in an honest, trustworthy and dependable manner with students, teachers, administrators, parents and the community.
- Abide by all applicable Public Education standards and Navajo Nation Laws.
- Possess cultural awareness and sensitivity.
- Maintain a valid insurable driver's license.

### POSITION PURPOSE

This position creates the highest, motivational, intellectual, and caring environment that promotes excellence in education.

### ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Complies with and supports all Shiprock Associated Schools' policies and procedures.
- Integrates the school philosophy and mission statement into the area of work.
- Meets the six New Mexico State competencies:
  - The Teacher communicates accurately and effectively in the content area and maintains a professional rapport with students.

- The Teacher maintains communication and feedback from students in a manner that enhances students' learning and understanding.
- The Teacher appropriately utilizes a variety of teaching methods and resources for each area taught.
- The Teacher encourages the development of student involvement, responsibility, critical thinking skills, writing skills, language usage, and reading skills in content area.
- The Teacher manages the classroom to insure the best of instructional time.
- The Teacher creates an atmosphere conducive to learning, achievement, and self-discipline.
- Works effectively as a member of an educational team on a school-wide and community-wide basis in developing short and long term goals based on identified student needs.
- Works effectively as a team member in collecting and analyzing data systematically through an on-going process of planning, developing, implementing and evaluating to achieve established goals.
- Models effective classroom management techniques and teaching strategies.
- Models teaching strategies that foster critical thinking skills and higher order cognitive skills.
- Models innovation, fun, and creativity in the teaching and learning process.
- Participates in two parent conferences and two PAC meetings per year. Student conferences will be utilized to discuss each student's achievement. In addition, the Teacher will initiate parent contact through notes, phone calls and, when appropriate, home visits.
- Participates in SASI sponsored in-service activities, some of which may be required of certain positions.
- Assumes responsibility for own professional growth through an on-going program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
- Manages multiple class enrollments in an online education or distance education format for a variety of student needs.
- Coordinates with academic counselor to ensure that correct credit pathway is being followed for student needs and graduation plans.
- Performs other duties as assigned, within your scope of practice.

## MANDATORY MINIMUM QUALIFICATIONS

### **Experience:**

Student teaching

### **Education:**

New Mexico Teaching Licensure with related endorsement (s).

### **Mandatory Knowledge, Skills, Abilities and Other Qualifications:**

- Excellent customer service and interpersonal relationship skills.
- Ability to effectively work with Native American students and parents.
- Knowledge of current professional literature to meet the instructional focus of the school.
- Skilled in the use of computers and knowledge of online education.
- Ability to organize and prioritize work and to meet deadlines.
- Must have or able to obtain First Aid/CPR certification and a Navajo Nation food handler's permit.

### PREFERRED QUALIFICATIONS

- Bilingual (Diné/English).

### ENVIRONMENT

The physical demand and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must lift and/or move 50 to 100 pounds, and may assist, move, or restrain students with greater weight when required to intervene in student safety issues. May be required to move light furniture.

While performing the duties of this job, the employee is frequently required to sit, lift, carry, move about, hear, and speak. Employee may require performing extensive work at a computer display terminal.

May be required to break up fights.

While performing the duties of this job, the employee may occasionally work in outside weather conditions and be exposed to wet and/or humid conditions, temperature fluctuations, fumes or airborne particles, toxic or caustic chemicals commonly used in instruction and/or cleaning. It may be expected that the individual could be exposed to blood or other potentially infectious materials during their duties. The employee may be exposed to infectious disease as carried by students.

The employee may be exposed to bodily fluids and waste while performing duties in life skills, multi-handicapped, and some one-on-one situations.

The employee may be required to travel in school owned or leased vehicles while supervising and assisting students. Overnight travel may be required.

While performing the duties of this job the employee is regularly required to: walk, sit, use hands and fingers, reach with hands and arms, talk and hear. May be required to stand for long periods. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions in the Governing School Board approved SASI policies and procedures.

**Mental Demands:**

There are several deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

**NAVAJO PREFERENCE**

SASI and its facilities are located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position. Other candidates will be considered only after all candidates entitled to primary preference have been fully considered.

**OTHER**

**All employees must fully uphold all principles of confidentiality and student care. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.**

**Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.**

**Reviewed By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**ACKNOWLEDGMENT**

I have reviewed the content of the Cyber Academy Specialist position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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Employee (printed name)	Employee (signature)	Date
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Supervisor (printed name)	Supervisor (signature)	Date