

POSITION DESCRIPTION

POSITION:	Assistant/Associate/Full Professor of Navajo (Dine') Language & Culture or Navajo Culture Practitioner I-IV
POSITION NO:	0142
DEPARTMENT:	School of Diné Studies
FLSA STATUS:	Exempt
DUTY:	Nine (09) months per Academic Year
REPORT TO:	Department Chair and/or Graduate Dean

Purpose of this position

This position provides direct instruction of students and related services in the subject area of Navajo Traditions, Language and Cultural Practices. The Professor will prepare undergraduate and graduate students to successfully complete the Navajo language, cultural teaching requirements for the Bachelor of Art and Master of Art degree in Diné Culture, Language & Leadership programs. In addition, the Professor will commit to doing community services actively and regularly presents and conduct traditional/cultural public presentations. The Professor will work under the supervision and in cooperation with School of Diné Studies Department Chair and Graduate Dean.

Duties and Responsibilities

The essential duties and responsibilities of a person occupying this position are *Instruction*:

1. Subject to review and approval by the Department Chair, plan, evaluate, implement and revise as necessary a written **classroom management plan** for the assigned subject area(s) including an annual Syllabi and Course Descriptions reviews and daily Lesson Plans in a form usable by a substitute, if absent,
2. Organize and **instruct classes** in the following subject area(s) of Navajo traditions, language, culture and cultural practices, and other theories closely relating to the field of Diné Studies.
3. **Knowledgeable** in the history, language, tradition/contemporary culture of the Navajo people.
4. Participate in **curriculum planning**, and development of pertinent classes, Teach all courses assigned, maintain expertise in current Navajo topics for assigned classes,
5. Teach all course in accordance with the approved schedule of classes and the approved course descriptions,
6. **Evaluate** student performance systematically and create, and maintain accurate, confidential student performance records,
7. Integrate the **Diné Educational Philosophy** into course curricula to the maximum extent feasible,
8. Maintain up-to-date **professional knowledge** of the assigned subject area(s),
9. Actively seek ways **to improve instruction** and to update, and/or revise course content and teaching methodology in order to maintain currency and relevance,
10. Use a variety **of instructional techniques and methodologies**, including such things as:
 - a. Stimulating vigorous class discussions,

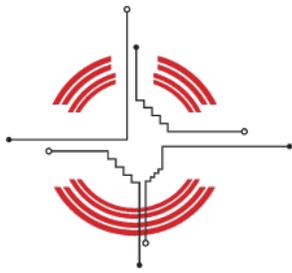
- b. Laboratory activities using technical equipment and instrumentation,
 - c. Field trips and action research projects,
 - d. Audiovisual equipment, computerized instruction, outside presenters, long and short term assignments, student teams, library research, and other current materials and methods appropriate to the courses taught,
11. Maintain **familiarity** with current texts, materials, teaching aids techniques in the assigned subject area(s) and recommend their adoption when appropriate,
 12. Subject to budget limitations and approvals, select and **requisition textbooks**, learning materials supplies, tools and equipment as necessary to support instruction and maintain a current inventory thereof,
 13. **Provide advice** and/or assistance to associate faculty in regard to course content and instructional materials,
 14. Maintain general **knowledge** of University degree requirements, programs and course transfer information,
 15. Maintain regular **office** hours,
 16. **Advise** students on academic curricula, and act as advisor to student organizations as a community service portion of teaching requirement,
 17. **Refer** students as needed for guidance counseling and/or alcohol and substance abuse counseling,
 18. Work with students on **one-to-one based** on their special needs to learning properly and consistently as all students.
 19. **Mentor** a set of students to prepare them for graduation.
 20. Conduct **research** work while teaching to enhance topic knowledge.
 21. **Publish** research work with one periodical article every year and a book volume every four years.
 22. Participate in your **professional** organization for up to date topic knowledge.
 23. Conduct **community** service in your own community or in a community close to or next to the University.

Minimum Qualifications

1. Have a Master degree in-hand with specialization in culture related topics, social sciences, humanities and others.
2. Have thorough Navajo culture knowledge of the Creation Stories and keenly aware of how they are related to current contemporary Navajo life experiences,
3. Fluent speaker of Navajo language is preferred.
4. Able to conduct public speaking solely in Navajo Language.
5. Experience and knowledgeable in the conduction of traditional Navajo ceremonies.
6. Have a minimum of five (05) years of documented experience in teaching Navajo language and culture.

Sufficient knowledge, skills or abilities to perform the duties of this position in the assigned subject area:

- In addition to the above,
- Able to teach four/five Navajo related topic courses at a University level.
- Have a higher educational institution teaching experience.



Preferred Qualifications

Formal Navajo Traditional Education and Training:

1. Keen knowledge of the roles of traditional Navajo men and women within the culture,
2. Must converse with Navajo elder solely in Navajo language,
3. Have an in-depth knowledge of Navajo Creation Stories and Navajo traditional way of life.

Years of experience at a comparable position:

Have a minimum of ten (10) years of experience in two (02) of the above.

Professional Credentials and Memberships:

1. PhD, **earned** in a cultural related study at a research university.
2. Possess memberships in a regional/national associations of teaching subject area,
3. Participant in an on-going professional development activities.

Demonstrated knowledge, skills or abilities in the following areas:

1. Knowledge of learning theory – motivational, perceptual and emotional forces present in the learning process and the conditions which affect individual learning and change,
2. Knowledge of time and resource management techniques,
3. Ability to deal in a fair and courteous manner with a variety of individuals,
4. Ability to convey ideas effectively to others in a group or one-on-one situation,
5. Skills in researching information, identifying relevant facts and deriving logical conclusions,
6. Ability to maintain restraint and calmness when faced with emotional or angry individuals,
7. Ability to present self and the College in a positive and professional manner.

Distinguishing Characteristics

This position is a Professor/Practitioner in the University BA/MA degree programs (soon the PhD program will be added) and is paid on the faculty range of the University Consolidated Salary Scale based on documented and community recognized acknowledgement and practices as a Navajo traditional cultural practitioner, in addition possession of a Western educational institution degree.