



**JOB TITLE:** Navajo Language Instructional Coach    **FUNCTIONAL AREA:** Language & Culture  
**REPORTS TO:** Program Coordinator                      **SALARY:** Contracted Position (Part Time)

**HOURS:** TBD [must maintain a flexible schedule as evening and/or weekends are required.]

**JOB SUMMARY:**

This contracted position under the Language and Culture program offered by the Phoenix Indian Center will be responsible for assisting in the delivery of Navajo language instruction to participants in the Phoenix-metro area. The primary role of an Instructional Coach is to assist the instructor in all facets of daily classroom management and maintain a proper environment for learning in-person at the various hub sites throughout the Valley.

**MAJOR JOB FUNCTIONS:**

The Instructional Coach's role includes, but is not limited to:

- Assisting in setting up classroom materials for student use.
- Assist in maintaining student progress, attendance records, and any reporting needed for project.
- Work in conjunction with IT Specialist to ensure an optimal classroom setup
- Present subject matter to students under the direction and guidance of Instructor, using lectures, discussions, or supervised role-playing methods.
- Distribute teaching materials such as textbooks, workbooks, handouts etc. to students.
- Observe students' performance and record relevant data to assess progress.
- Monitor classroom viewing of live or recorded courses transmitted by communication satellites.
- Operate and maintain audiovisual equipment.
- Use computers, audiovisual aids, and other equipment and materials to supplement presentations.

**MARGINAL OR ADDITIONAL FUNCTIONS**

- Weekly consultations with Instructor, Project Coordinator and IT Support Specialists regarding the delivery of language class
- Communicate with key community contacts and tribal language experts
- Database maintenance – program inputs, outputs and outcomes
- Completion of program reports
- Accessing community resources
- Performing various duties as required ensuring responsible, professional, and caring delivery of services

**MINIMUM QUALIFICATIONS**

- Bachelor's degree in field appropriate to area of assignment AND two years of relevant experience; OR any comparable combination of years of education and experience



- Knowledge of American Indian experience, including youth and family strengths and stressors, tradition and culture, and prevention and resilience
  - Ability to speak, read and write in *specified American Indian language*
  - Strong knowledge base and understanding of Native American culture, tradition, spirituality, language, history and contemporary topics
  - Educator Skills
  - Ability to develop professional relationships with key community representatives with strong communication skills
  - Ability to multitask
  - Ability to effectively communicate ideas, findings, recommendations, and outcomes
- Highly proficient with Microsoft software package (outlook, word, excel, PowerPoint, publisher)
- Must have dependable transportation with a valid Driver's License and Automobile Insurance coverage in compliance with Phoenix Indian Center requirements