

ALAMO NAVAJO SCHOOL BOARD, INC.
POSITION DESCRIPTION

TITLE: Fitness Instructor I

EMPLOYMENT TERM: 12 Month Full-Time

DIVISION: Health Services

RECRUITMENT AREA: Local Area

EXEMPT/NON-EXEMPT: Non Exempt

FUNDING SOURCE: Diabetes Grant

QUALIFICATIONS:

1. Certification from a recognized Fitness Program course or institute.
2. At least one year working experience in educational, health or human services field.
3. Ability to communicate effectively verbally and in writing, and to work effectively with a variety of professional and community people in different program and community settings.
4. Ability to speak Navajo.
5. Experience in fitness/exercise programs preferred.
6. CPR Certificate.
7. Knowledge of type 2 Diabetes and the relationship to diet and exercise to the disease process preferred.
8. Employees hired after November 30, 2011 must be able to demonstrate the ability to communicate and read at an 8.0 average grade level as documented by an overall Language Arts score on the TABE test or equivalent testing instrument unless possessing a Masters degree or above. For employees hired prior to November 30, 2011, who are not at this level as documented through the results of the TABE or equivalent testing instrument, shall enroll and maintain enrollment in the workplace literacy program through the Division of Community Services to bring these educational and skill levels up to an average of 8.0. The employee shall demonstrate a gain of at least 9 months of progress each year towards attainment of the above competency level (8.0) within three (3) years of beginning the process. Employee hired before November 30, 2011 are responsible for attaining a baseline test score and if below the 8.0 benchmark shall then enter the workplace literacy program no later than July 1, 2012. Present employees identified as needing to enroll in the workplace literacy program shall have this included in their annual personnel performance evaluations.

ADDITIONAL PREFERENCE:

Advanced level Certification from a recognized Fitness Program course or institute.
One or more years of experience in a fitness instructor role.

INDIAN PREFERENCE: Preferential consideration for employment will be given to persons of documented Navajo, American Indian or Alaskan Native tribal membership, who meet the qualifications above, in accordance with the requirements of P.L. 93-638 and the Navajo Nation Tribal Code.

SUPERVISED BY: Advance Fitness Instructor

SUPERVISES: None

PAY RANGE: Grade G, ANSB, Inc., General Salary Scale

WORKING HOURS: 40 hours work week, flexible schedule to accommodate “after hours” exercise classes.

POSITION GOAL: To increase the level of physical activity amongst Alamo Navajo Community people through providing and promoting exercise and fitness classes.

DUTIES & RESPONSIBILITIES:

1. Working with the Advance Fitness Instructor, and other fitness staff, and Alamo assist with the establishment of a fitness curriculum/program in concert with a diabetes education curriculum in the Alamo school with routine and regular exercise/education period.
2. Increase the available hours for organized aerobic activities throughout each week during the year for community members of all ages.
3. Participate in the development and implementation of the Special Diabetes Grant Program and the Alamo Community Wellness Center concept.
4. Assist with gathering pre and post Body Mass Index (BMI) data on community participants organized exercise/fitness classes and activities for evaluation of program outcomes.
5. Assist the Advance Fitness Instructor with the development of individualized fitness programs.
6. Assist with developing written information and presentations in order to provide consultation to the radio station, ANSBI programs, the chapter, and other community agencies and groups regarding the importance of regular exercise.
7. Attend training focused on formal certification in specific fitness areas that can be translated to conducting/facilitating organized fitness activities in the community, and to educating the community on the health benefits of regular exercise.
8. Assures the proper use and maintenance of ANSBI property, vehicles, equipment, and supplies.
9. Carries out responsibilities in accordance with the Safe Schools/Healthy Students Grant, ANSB, Inc., and Alamo Navajo Health Center policies and procedures.
10. Maintains certification in specialty area from national fitness certification program.
11. Performs other duties as assigned that are contemporaneous and with in the scope of the above aforementioned duties and responsibilities.

SPECIAL CONDITIONS:

1. This is a child sensitive position subject by law to finger printing and a criminal/character background investigation.

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

Board Approved: 12-22-11

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