

CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

JOB ANNOUNCEMENT

Job Title: Native Language Curriculum Developer
Location: Cay-Uma-Wa Education Center
Salary: \$24,500 per year DOE/DOQ
Range 4
Supervised By: Language Coordinator
Employment Status: Full time w/benefits
Safety Sensitive/Covered Status
Opening Date: September 3, 2010
Closing Date: September 16, 2010

Note: This is a grant funded one year position. The one-year funding is from the Spirit Mountain Community Foundation for the implementation of *Language for the Community Project 2*.

GENERAL STATEMENT OF DUTIES:

The *Curriculum Developer* of the *Language for the Community* will be directly responsible for collecting organizing and creating language instruction materials and develop the Level 2 Benchmark Language curriculum materials and assessments for Cayuse Nez Perce, Umatilla and Walla Walla

Sample duties:

1. Collaborate with Language Speakers, Apprentices and Instructors in developing multi-media tools to accompany Level 1 Curriculum in all three languages.
2. Contact and schedule training with the developer of the ACORNS software (Southern Oregon University) to replicate the methodologies in the three languages.
3. Collaborate with Native Language Instructors at Nixyáawii Community School, Pendleton School District 16R, to pilot test the curriculum and assessments.

4. Work collaboratively with Master Language Speakers to translate culturally relevant material into Cayuse/Nez Perce, Walla Walla and Umatilla.

The Curriculum Developer will work with Project Evaluator for assessment and effectiveness of curriculum.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Travel to local schools in Pendleton 16R district and Nixyáawii Community School.
2. Community and Public relations for the Language for the Community project, including assisting in the writing and distributing of Press Releases, broadcasting public service announcements on the Tribes' KCUW radio station,
3. Work closely with Master Language Speakers to offer perspective on problems being solved with curriculum and for assistance with translation of English to Nez Perce, Umatilla and Walla Walla.
4. Schedule training on the ACORNS software and replicate the development of materials for the three languages.
5. Coordinate Student Assessment Results.
6. Coordinate Parent/Student feedback of curriculum.
7. Coordinate CTUIR workforce feedback of curriculum.
8. Participate in the Level 1 Curriculum teacher to teacher training.
9. Coordinate distribution of all level 1 Curriculum to students.

Knowledge, Skills and Abilities

1. Demonstrated ability to effectively manage multiple projects in a deadline-based environment, with outstanding computer and database skills.
2. Must be familiar with the ethnic background and heritage of the Tribal community.
3. Excellent ability in developing CD, DVD, and other computer generated learning materials.
4. Excellent analytical and practical problem solving skills.
5. Excellent customer service skills.
6. Excellent oral, written, and interpersonal communication skills, including editing skills.
7. Ability to speak to groups with effective presentation skills.
8. Ability to work effectively as a part of a team or a collaborative effort, while also being able to work and make decisions and/or recommendations independently.
9. Ability to comply with complex budget requirements.
10. Must maintain comprehensive and confidential communications within the education department and community.
11. Excellent organizational skills.
12. Familiar with public and private funding sources, and experienced with research methodologies.
13. Knowledge of Federal and State laws regarding grant funding.

SUPERVISORY AUTHORITY:

None

SIGNATORY AUTHORITY:

None

ACCESS TO SENSITIVE AREAS: None

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Bachelors Degree from an accredited institution required, Masters in Education preferred.

Or

Three years of language acquisition in one of the three tribal languages of Umatilla, Walla Walla, Nez Perce or any family of the Sahaptian language that is mutually intelligible with the three tribal languages.

AND

2. Certification of proficiency from the CTUIR Language Department or possess a state license to teach one of the Sahaptian languages.
3. Knowledge of International Phonetic Alphabet.
4. Previous experience and demonstrated success in writing and submitting proposals in an academic setting.
5. Working knowledge and use of Microsoft Office Suite (Word, Access, Excel, PowerPoint, Publisher, and Project) preferred.
6. Working knowledge and use of multi-media programs (CD, tape, DVD) ACORNS, Board maker, Movie Maker, etc.
7. Must be able to work a flexible schedule, including extra hours, and holiday breaks, weekends, as needed.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook)
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to [25, 40, 50, 100?] pounds [*example: Ability to lift up to 25 pounds of records or other material in storage containers/totes/boxes, over the head.*]

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers are required to disclose any pre-existing or mental disorder and/or disability known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position in which they work.

SELECTION PROCESS:

Tribal Personnel Policy and Procedures Manual, Section 3.02: Employment Preferences

The Tribe's employment preferences shall be as follows:

- a. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to Tribal members and to other Indians enrolled in federally recognized tribes. This Tribal and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
- b. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
- c. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.07.
- d. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no Tribal employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, sex or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this

position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A drug free test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed application for Sensitive Tribal Positions.
5. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
6. Veterans preference: Must provide proof of honorable service and discharge or completed Form DD214.


APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Ti'mine Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.

 _____ 9/3/10 _____
Approved: [appropriate HR level manager/Director] Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature Date