



The Klamath Tribes
501 Chiloquin Blvd./P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

EXEMPT _____
NON-EXEMPT X

OPEN: 05/15/19
CLOSE: 06/03/19

POSITION DESCRIPTION

POSITION: ASSISTANT LANGUAGE INSTRUCTOR (TEMPORARY)

RESPONSIBLE TO: Culture and Heritage Director

SALARY: GS 5.1 \$13.66 per hour/No Benefits/NTE 950 hours per year

CLASSIFICATION: Non-Management, Temporary, Full-Time

LOCATION: Klamath Tribal Administration and various locations, as necessary

POSITION OBJECTIVES

The primary purpose of this position is to assist with the restoration, preservation, continuation and ongoing instruction of the Klamath Language to Tribal Members. The assistant instructor will teach using the immersion method by encouraging and conducting language classes in the Klamath Language. The assistant instructor will be required to keep a journal of the learning experience and progress, and be responsible for implementing structured language lessons as well as other unstructured language activities.

This position is a part of the Culture & Heritage Department. This position requires close cooperation and coordination with a variety of contacts including other tribal personnel, schools, professional associations, and the general public.

MAJOR DUTIES AND RESPONSIBILITIES

1. Formulate weekly study plans/curriculum for each class to enhance learning of the Klamath Language in a classroom setting.
2. Work with linguist consultant, if available, and as required.

3. Provide language instruction in the Klamath Language at the following locations, including but not limited to Chiloquin Elementary School, Sage Charter School, Head Start, adult classes, and at Culture Camp, as directed.
4. Provide weekly Adult Language Classes in Chiloquin and Klamath Falls.
5. Maintain an Instructor weekly journal, keeping detailed records of daily observations.
6. Maintain files of correspondence, forms, reports and other program materials.
7. Responsible for ensuring copies of language and lesson materials are organized, copied, and prepared for each class.
8. Assist Culture and Heritage Department with restoration, preservation, continuation and continued transmission of the Klamath Language.
9. Participate in all language meetings and trainings, as required.
10. Prepare written monthly and quarterly reports as directed, outlining class participation and progress as well as other relevant data.
11. Ability to maintain strict confidentiality of records and information pertinent to the nature of the work.
12. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

This position is under the direct supervision of the Culture and Heritage Director. The position is expected to work independently, exercising good judgment, using knowledge and training to ensure the transmittal of the Klamath Language. Records will be kept and reports submitted, as required by Director.

KNOWLEDGE, SKILLS, ABILITIES

Working knowledge of the Klamath Language.

Ability to provide instruction of the Klamath Language.

Knowledge of the Klamath Tribes' history, traditions, and customs.

Ability to work one-on-one as well as in group settings.

Ability to communicate well orally and in writing.

Knowledge, skills, and ability to provide training and instruction of the Klamath Language to various ages of children and adults.

Ability to work an irregular work schedule.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to have previous background and experience relevant to instruction in the Klamath Language.
- **REQUIRED** to have a working knowledge of the Klamath Tribes' history, customs, and traditions.
- **REQUIRED** to be responsible and reliable and be able to work an irregular work schedule.
- **REQUIRED** to be willing and able to travel to work locations in adverse weather conditions; must have reliable transportation to work locations.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to submit to and clear an alcohol/drug screen and random testing as per policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept the responsibility of a **mandatory reporter** of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or developmental disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
_____	_____
<i>Employee (printed name)</i>	<i>Employee (signature)</i>