



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

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

OPEN: 02/11/20
CLOSE: 03/06/20
OPEN UNTIL
FILLED

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: ECDC LANGUAGE COORDINATOR (PART-TIME)

RESPONSIBLE TO: ECDC Program Manager

SALARY: GS - 07 \$16.42 - \$21.34 Per Hour/Part-Time Benefits
GS - 08 \$18.18 - \$23.86 Per Hour/Part-Time Benefits

CLASSIFICATION: Non-Management, Regular, Part-Time
Not to Exceed 20 hours per week
Special Project/Grant funded

LOCATION: The Klamath Tribes
Early Childhood Development Center
318 South Chiloquin Blvd.
Chiloquin, OR 97624

BACKGROUND: P.L. 101-630 level (childcare)

POSITION OBJECTIVES

The primary purpose of this position is to ensure the restoration, preservation, continuation and ongoing instruction of the Klamath language and incorporate tribal culture into the learning process at The Klamath Tribes' Early Childhood Development Center (ECDC).

This project – nalam kickani tatakskni hemkanga – “Our Little Children Talk” will focus on emphasizing and expanding efforts to teach tribal language and culture in an early childhood learning environment. This position is responsible for developing and implementing the early childhood language program for children, (and families), attending the Early Childhood Development Center.

This position requires close collaboration with ECDC staff, including the Project Lead Teacher, Education Coordinator, training program employees and other ECDC program

staff on a regular basis, to meet project goals and objectives. The incumbent must be reliable, responsible and dependable; regular and consistent attendance is essential.

MAJOR DUTIES AND RESPONSIBILITIES

1. Develop and implement an early childhood Klamath language and culture program by using different instruction models.
2. Work closely with the ECDC teaching staff, students, and families of students to increase, enforce, and enhance knowledge of tribal language and culture.
3. Create weekly structured language lesson plans for use in the classroom. Responsible for developing, preparing and duplicating materials needed for the lessons.
4. Collaborate with the Tribal Elders Committee, Culture & Heritage Committee, Education Committee and staff, as well as known tribal language speakers to seek input, assistance, and support for the early childhood language program.
5. Schedule monthly parent meetings to solicit parent engagement and support. Explain and update parents on the *nalam kickani tatakskni hemkanga* project and assess level of Klamath language used in the home.
6. Utilize the *Northwest Indian Language Benchmark Assessment, Level 1, Beginning Speaker Skills* to observe and assess children's listening and oral skills of the Klamath language.
7. Incorporate proficiency benchmark assessments, as well as other topics learned through collaboration with Tribal committees, staff and tribal language speakers to develop lesson plans. Define objectives, identify target vocabulary, and develop activities for each lesson.
8. Incorporate monthly storytelling as a language and cultural activity. Solicit assistance from the Culture & Heritage Language Instructor, elders and other speakers and story tellers in the community.
9. Develop activity books for ECDC parents to use in conjunction with classroom lessons. These activity books may also be made available to community members with young children.
10. Coordinate bi-monthly staff meetings to collaborate on the language and culture curriculum.
11. May be required to participate in facility events on a weekend or after hours.

12. Attend the annual meeting with project partners to discuss program success, challenges, show appreciation, and plan for next year.
13. Prepare written reports, as directed.
14. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

Work is performed under the instructional supervision of the ECDC Program Manager. Work is normally assigned in terms of objectives to be achieved, according to standard procedures utilized by the ECDC facility. Detailed instructions will be provided on assignments. Recurring assignments are carried out independently by the employee. New or unusual situations are to be discussed with the ECDC Program Manager.

KNOWLEDGE, SKILLS, ABILITIES

Possess a working knowledge of the Klamath Language and culture; including history, traditions, customs and practices.

Knowledge of principles and methods for curriculum, training design, teaching and instruction for individuals and groups and the measurement of training growth.

Ability to transition between two or more activities and/or sources of information.

Ability to provide effective training/instruction of the Klamath language to teaching staff, parents, and young children between the ages of 6 weeks to 5 years; with a focus on 3-5 year olds.

Ability to actively listen; giving full attention to what others are saying, taking time to understand the points being made, asking questions when appropriate. Be aware of others' reactions and understand why they may react as they do.

Ability to use logic and reasoning to identify the strengths and weaknesses of alternate solutions, conclusions or approaches to a problem.

Ability to monitor and assess performance of self and other individuals and make improvements or corrective action.

Ability to identify the development needs of others and coach, mentor, or otherwise assist others to improve their knowledge or skills.

Ability to develop and maintain constructive and cooperative working relationships with others.

Ability to manage your time and the time of others: able to plan, organize and prioritize the workload.

Ability to operate general office equipment; telephone, copy machine, FAX, computer, etc. to accomplish tasks in a proficient manner.

Ability to operate vehicles safely under all types of weather and traffic conditions.

Ability to maintain **strict confidentiality** of client information.

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 basic competency in the Klamath language.
- **REQUIRED** to have at least two years of successful classroom style instruction of the Klamath language.
- **REQUIRED** to have a working knowledge of the history, culture, traditions, customs and practices of The Klamath Tribes, acknowledging that the Klamath Tribes include the Klamath, Modoc, and Yahooskin Paiute people.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **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 Hepatitis A and Tuberculin skin tests as condition of employment. Must provide proof of the Hepatitis A and Tuberculin skin test within 30 days of date of hire.
- **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 responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- Fluent in the Klamath Language.
- Possess a valid Child Development Associate (CDA) or teaching credential.
- Previous positive work experience with a Native American community.
- Previous experience with mentoring, and coaching.

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.

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| 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. | |
| Employee (printed name) | Employee (signature) |
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