



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

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

OPEN: 11/04/21
CLOSE: Until Filled

EXEMPT X
NON-EXEMPT

POSITION DESCRIPTION

POSITION: LANGUAGE DEPARTMENT DIRECTOR

RESPONSIBLE TO: General Manager

SALARY: Step Range: 25-44; Full Benefits
Salary Range: \$52,853 - \$92,677
Hourly Range: \$25.41 - \$44.56

CLASSIFICATION: Professional/Management, Regular, Full-Time

LOCATION: The Klamath Tribes Administration
501 Chiloquin Blvd.
Chiloquin, OR. 97624

BACKGROUND: P.L. 101-630 level

POSITION OBJECTIVES

The primary purpose of this position is to ensure the restoration, preservation, continuation and ongoing instruction of the languages of The Klamath Tribes, including Klamath, Modoc, and Yahooskin Paiute language. This position will be responsible for developing, managing and implementing a Language Department. The Language Department Director will oversee the teaching of language classes in Klamath, Modoc and Yahooskin Paiute languages using the immersion method when possible.

This position requires close cooperation and coordination with a variety of contacts including other Tribal personnel, schools, professional associations, Tribal members, and the general public. Incumbent will work closely with the Culture and Heritage Committee and the Elder's Committee and other native language speaking individuals to capture and preserve the languages of The Klamath Tribes.

As this is a new department, the Language Department Director will initially be tasked with design of the department, formulation of the roles and other groundwork with the intent to

align with The Klamath Tribes' mission and overall strategic planning for effective engagement in the revitalization of Klamath, Modoc, and Yahooskin Paiute Languages.

Under the general guidance and administrative control of the General Manager, employee performs the overall strategic planning, execution, and evaluation of The Klamath Tribes Language Department programs and services with strict adherence with applicable tribal and federal laws, regulations, policies, and procedures.

MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for actions to preserve, protect, and revitalize the Klamath, Modoc, and Yahooskin Paiute languages.
2. Responsible for strategic planning, organizing, directing, supervising, and managing all functions arising in the course of developing The Klamath Tribes Language Department.
3. Seek innovative ways of providing language program services to Tribal Members, including but not limited to virtual learning environments.
4. Ensure the Tribal Membership is informed of services provided by the Language Department and how to access those services by providing informational seminars to the Tribal population on an annual basis. New programs must be presented to the Tribal population when implemented to ensure the Tribal membership is aware of opportunities for learning the languages of the Tribes.
5. Seek grant funding sources, manage existing grants, contracts, and MOU's in compliance with applicable Tribal and federal laws, regulations and policies. Provide grant reporting as required.
6. Prepare annual program budgets. Review and monitor expenditures to remain within established budgetary constraints.
7. Exercise the full range of supervisory duties for department staff and activities under strict adherence to the Personnel Policy and Procedures Manual. Perform overall work planning, set priorities, assign and review work. Discuss the progress of the work and problem areas as they arise. Identify training needs and ensure that training opportunities are provided. Resolve complaints or minor grievances, and advise employees on matters related to less than adequate performance. Keep employees informed of management policies and goals.
8. Keep the General Manager informed of departmental issues and priorities, provide reports as directed.
9. Develop, amend, and/or recommend new Language Department policies for adoption by the Tribal Council.

10. Provide oversight of study plans/curriculum development for each class to enhance learning of the Klamath Language(s) in a classroom setting.
11. Responsible for developing, establishing and meeting short-term and long-term goals and objectives of the Language Department.
12. Work with linguist consultant when available, and as required.
13. Collaborate with other Tribal Departments, Tribal Entities, and external partners to promote, educate, and exercise the languages of The Klamath Tribes.
14. Provide language instruction in the Klamath language(s) at the following locations, including but not limited to Chiloquin Elementary School, Head Start, Early Childhood Development Center (ECDC), adult classes, and at Culture Camp, as directed.
15. Provide weekly Adult Language Classes in Chiloquin and Klamath Falls.
16. Ensure that Instructor(s) weekly journals are maintained and include detailed records of daily observations.
17. Maintain files of correspondence, forms, reports and other program materials.
18. Responsible for ensuring copies of language and lesson materials are organized, copied, and prepared for each class.
19. Participate in all language meetings and trainings, as required.
20. Prepare written monthly and quarterly reports as directed, outlining class participation and progress as well as other relevant data.
21. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

The General Manager outlines the overall program objectives and priorities, time limits, and the financial and personnel resources available. The employee plans and schedules recurrent work, handles problems, and completes work using own initiative, exercising judgment according to previous training, experience, and instructions.

Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with laws, regulations, policies, and procedures.

The employee directly supervises overall staff and activities, etc. Other positions may be added which the Language Director may directly or indirectly supervise.

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.

Sensitivity to Native American culture, traditions, customs and socioeconomic needs of our Tribal Community.

General knowledge and understanding of The Klamath Tribes organization, functions, policies, goals, priorities, and operating programs.

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(s) to various ages of children and adults.

Ability to work an irregular work schedule.

Ability to establish and maintain effective and cooperative working relationships with employees, other departments, state, county, and local agencies, contractors, Tribal Members, elected Tribal Officials, and the general public.

Management skills in policy formulation, program development, and development of organizational plans, and the effective accomplishment of programs.

Ability to supervise staff, to plan, organize, effectively communicate, and direct a work environment of considerable variety.

Ability to establish and maintain effective communication with the public, as well as federal and other agencies.

Good organizational and planning skills, ability to meet deadlines.

Ability, knowledge and skill to prepare and administer budgets, to provide financial guidance and assistance, and administer contracts in accordance with established policies, rules, and regulations.

Ability to achieve programmatic and organizational objectives making sound decisions exercising judgment based on previous experience, training, and instructions.

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 competency in the Klamath language and the ability to learn and teach Modoc and Yahooskin Paiute Languages.
- **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 be able to successfully manage existing grants, contracts and MOU's.
- **REQUIRED** to have the capacity and willingness to accept responsibility and remain professional in a multitude of situations, i.e., requires exceptional interpersonal skills.
- **REQUIRED** to have excellent customer service skills in working with a wide spectrum of individuals; must demonstrate positive listening, empathy, politeness, tact, efficiency, initiative, self-control, and attention to detail.
- **REQUIRED** to have the ability to speak and write effectively, and prepare clear, concise and complete written and oral reports.
- **REQUIRED** to submit a writing sample with application. Document must reflect the applicant's ability to write professionally, clearly, and succinctly.
- **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 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:

- At least two years of successful classroom style instruction of the Klamath language, preferred.
- Advanced Degree in related field, preferred.
- Program management experience including direct supervision of subordinate staff, preferred.
- Grant writing experience, preferred.

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.	
Employee (printed name)	Employee (signature)