



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

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

OPEN: 10/06/25
CLOSE: Until
Filled

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: LANGUAGE INSTRUCTOR TRAINEE

RESPONSIBLE TO: Language Department Director

SALARY: Step Range: 12-22 with Full Benefits
Salary Range: \$40,453 - \$54,365
Hourly Range: \$19.45 - \$26.14

CLASSIFICATION: Non-Management, Full-time, Regular

LOCATION: Klamath Administration Annex Building
and various locations, as necessary

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

POSITION OBJECTIVES

The primary purpose of this position is to assist with the restoration, preservation, continuation and ongoing instruction of the Klamath/Modoc/Northern Paiute Languages to Tribal Members. The language instructor trainee will teach using the immersion method by encouraging and conducting language classes in the Klamath Languages. The language instructor trainee 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 requires close cooperation and coordination with a variety of contacts including other tribal personnel, schools, professional associations, and the general public.

This position is a part of the Klamath Tribes Language Department grant project.

MAJOR DUTIES AND RESPONSIBILITIES

1. Train to learn how to formulate weekly study plans/curriculum for each class to effect

learning of the Klamath Languages in a virtual and in person setting.

2. Work with linguist consultant, if available and as required.
3. Provide language instruction in the Klamath Languages at the following locations, including but not limited to Chiloquin Elementary School, Early Childhood and Development Center, Zoom app classes, and may include Klamath Tribes' Culture Camp, as directed.
4. Train to be able to provide weekly Adult/Family Language Classes via Zoom app.
5. Train to maintain a weekly Instructor journal, keeping detailed records of daily observations of class instruction.
6. Train to 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 Language Department with restoration, preservation, continuation and continued transmission of the Klamath, Modoc and Northern Paiute Languages.
9. Participate in all language meetings and trainings as required.
10. Learn how to prepare written monthly and quarterly reports as directed, outlining class participation and progress as well as other relevant data.
11. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

This position is under the direct supervision of the Klamath Tribes Language Department 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 to Director.

KNOWLEDGE, SKILLS, ABILITIES

Beginner level knowledge of the Klamath Languages.

Desire to learn how to train others in the Klamath Languages.

Some 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. Have a working knowledge of Microsoft Office Suite: Excel, Word, Access, PowerPoint and Outlook.

Ability to learn how to work with a computer in a network environment, use a smartphone and/or tablet.

Desire to learn how to provide training and instruction of the Klamath Language to various ages of students at pre-determined locations in Klamath County and City Schools as identified and approved by the direct supervisor.

Desire to learn how to provide training and instruction of adults as required.

Ability to work an irregular work schedule.

Desire to learn how to manage a classroom setting.

Must be a team player and possess ability to work in a team environment.

Must be flexible and willingly accept direction, learn and assume temporary duties.

Must be dependable and reliable. Must communicate with Supervisor to give adequate time to adjust schedules as needed to prevent cancelation of any scheduled trainings or activities.

QUALIFICATIONS, EXPERIENCE, EDUCATION

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

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.)*
- **REQUIRED** to have experience relevant to instruction in the Klamath Languages.
- **REQUIRED** to have a basic knowledge of the Klamath Tribes' history, customs, and traditions.

- **REQUIRED** to have the ability to make oral presentations to diverse audiences including youth, community groups, and Tribal leaders.
- **REQUIRED** to work an alternate schedule, including weekends and evenings as necessary.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel, Access and Power Point and work in a networked environment.
- **REQUIRED** to be willing and able to travel to work locations in adverse weather conditions.
- **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 adhere to The Klamath Tribes Alcohol and Drug Free Workplace 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:

- One or more years of positive experience working with Native American students and Native community.

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)

