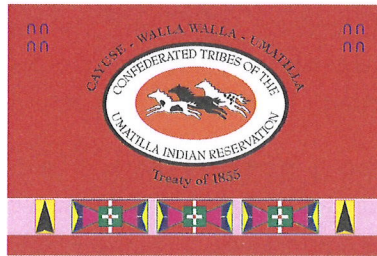


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



INTERNAL POSITION DESCRIPTION and VACANCY ANNOUNCEMENT
Open to Existing Employees and CTUIR members

POSITION TITLE: Language Instructor (Sahaptian)

SALARY: Pay Range: 5
\$33,000 to \$35,500 annually
DOE/DOQ

DEPARTMENT: Education Department

LOCATION: Nixyáawii Education Center Mission, OR

EMPLOYMENT STATUS: Full Time with benefits package
Covered Status
Background check required
Non-Exempt

SUPERVISED BY: Language Program Manager

OPENING DATE: February 23, 2022

CLOSING DATE: March 2, 2022

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

Sahaptian Language Instructor's primary duties will be to provide language instruction in one of the CTUIR languages in our community. They will be required to teach our languages in a classroom to students K-12, Early Childhood, and college level. They will also be required to teach language to community members whenever possible. Instructors will be responsible for developing language curriculum for all ages and levels of language learning.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Must work in various classroom environments teaching Sahaptian Language(s)
2. Assists in language instruction mentoring as needed
3. Responsible for developing language curriculum for all levels of language learning, i.e. novice, mid-novice, and high novice
4. Responsible for developing age appropriate language curriculum for all levels, e.g. novice level for middle school, high-novice for high school, etc.
5. Responsible for implementing curriculum at all levels.
6. Responsible for developing assessment tools for all levels of language learning.
7. Responsible for providing benchmarks for language learners so that the tribe can track progress of language learners.
8. Responsible for all grades, progress reports, classroom issues, and student concerns.
9. Assist in producing bi-annual reports for updates on student language learning progress.
10. Must be able to work in a diverse environment, work with elders and be able to work with in tribal ceded boundaries.
11. Gathers and distributes language promotion material for all tribal events as requested.
12. Gathers and distributes necessary data for reports.
13. Other duties as assigned by the Language Program Manager as related to job description.

SUPERVISORY AUTHORITY:

Minimal, classroom assistants as required.

SIGNATORY AUTHORITY:

None

ACCESS TO SENSITIVE AREAS:

May need to work with local school districts to provide grades for students thusly having access to student records.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Master's Degree in Linguistics or Education preferred; **OR**
2. Bachelor's Degree in Linguistics, Early Childhood Education or Education with 1 year experience in the field of teaching. May be substituted for: **OR**
3. Associate's Degree with 2 years experience in the field of teaching. May be substituted for Bachelor's Degree; **OR**

4. High school diploma or equivalent, PLUS three (3) years of experience teaching.
5. Must be at mid to intermediate level of language speaking one of the following languages: Umatilla, Walla Walla or Nez Perce
6. Must be able to read and write in Sahaptian at mid to intermediate novice level.
7. Must have a CTUIR Language teaching certificate.
8. Must be state certified to teach native languages at one of the local school districts or be able to obtain license within first 90 days or be registered.
9. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, directives, emails and letters. Must possess and demonstrate good writing, spelling, proofing, grammar and punctuation skills.
10. Must have the ability and interest to greet the public and handle difficult situations on the phone in a professional and courteous manner.
11. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
12. Must be able to secure sources of information relating to Tribal problems/concerns. Must become knowledgeable of the types of services provided by the Tribal Governmental programs.
13. Must have extensive knowledge with computer processing equipment and software, including: Salish Fonts, International Phonetic Alphabet, Word, Excel, Power Point, Outlook, Access, Adobe InDesign, Adobe PageMaker, Adobe Photoshop and other Office Suite software. Knowledge of computers and other office technological equipment must be kept current by attending trainings as directed by supervisor.
14. Considerable knowledge of general office practices and procedures. Individual must be highly organized and have good filing skills.
15. Must be able to operate and maintain office machines (copiers, printers, scanners, etc.).
16. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

PHYSICAL DEMANDS:

1. Ability to stand and walk around for long periods of time.
2. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
3. Ability to lift up to 50 pounds.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.

2. 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.
3. 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 §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age 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 pre-employment drug 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 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.

NOTE: Existing CTUIR employees who apply for internal positions only need to submit a letter of interest with qualifications, it's the employee's discretion.

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 CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

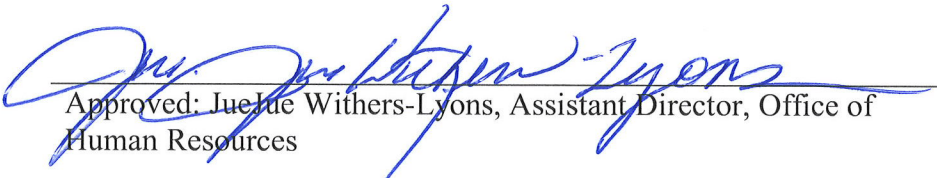
APPLICANT RESPONSIBILITY

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 Timine 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.


Approved: Jue Jue Withers-Lyons, Assistant Director, Office of
Human Resources


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

