



Cow Creek Government Office

Position Description

Position Title: Assistant Takelma Language Teacher-Learner **Department:** Education

Reports To: *Language/Education Programs Manager* **FLSA Designation:** Non-Exempt

Date Written/Revised: 12/3/2019

POSITION PURPOSE:

The Assistant Takelma Language Teacher Trainee (Teacher-Learner) is employed full time to support the work outlined in the *Nahank^huotana: Strengthening our Cow Creek Tribal community and families through Takelma language revitalization* Project funded by Administration for Native Americans.

Teacher-learners will study Takelma Language and progress to a conversational level of fluency as measured by the Northwest Indian Languages Benchmarks. In addition, they will be able to use and contribute to Takelma language resources, as measured by completed curriculum units; and be able to teach language to Tribal families, measured by teacher portfolios, teaching observations, and assessment of family learners. This is a grant funded position, and will run for the duration of the grant ending June 30, 2022.

ESSENTIAL FUNCTIONS:

- Track progress towards language learning goals via regular self-assessments.
- Attend training and workshops and progress in the following skills:
 - Understanding Takelma linguistic resources.
 - Teaching Takelma language.
 - Developing curriculum for family classes.
- Track skill-development for the above skills.
- Use and contribute to Takelma language resources.
- Teach language to Tribal families.
- Track participation of Tribal members in classes and activities.
- Contribute to archiving and distribution of all instructional materials.
- Support staff in ANA grant goals.
- Other duties as necessary to support the ANA grant.

QUALIFICATIONS:

- High School Diploma or GED required
- Associates Degree; B.A. or B.S. preferred
- Highly motivated to work with language, and willing to make a long term commitment to community, language and culture.
- Experience in lesson planning and curriculum building.
- Have strong speaking, reading, writing, editing and proofreading skills.
- Experience with Excel, Word, PowerPoint, and general computer use is necessary.
- Be familiar with or willing to learn software programs for audio/video recording, audio/video editing, cataloging and archiving purposes.
- Be able to work cooperatively in a team with a positive attitude.
- Be self-motivated and able to thrive in a learner-driven environment.
- Have strong interpersonal communication skills in order to communicate in a culturally appropriate, courteous and professional manner.
- Be able and willing to travel as needed.
- Valid Current Oregon driver's license.