



# OWENS VALLEY CAREER DEVELOPMENT CENTER

Family Literacy, Language Program, Child Care

Tribal TANF, Career Education

2574 Diaz Lane • P.O. Box 847 • Bishop, CA 93514 • (760)873-5107

**POSITION TITLE:** Language Teacher  
**CLASSIFICATION:** Non-Exempt  
**DEPARTMENT:** Language  
**SUPERVISOR:** Language Project Coordinator  
**PAYRATE:** \$19.00 to \$26.73 per hour

## **Position Summary:**

Under general supervision of the Language Project Coordinator, designs, plans, instructs, and evaluates language and cultural instruction to service area communities, for the purpose of language and cultural revitalization.

*This list of duties and responsibilities is illustrative only of the duties performed by this position and is not all-inclusive. Each classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.*

## **Essential Duties & Responsibilities:**

- Instructs youth and adults in the language of their heritage and with knowledge of traditional customs.
- Develops and implements an educational curriculum and lesson plans and incorporate cultural values and traditions for various age groups.
- Develops teaching materials e.g., illustrations, song recordings, dictionary, stories, etc.
- Assesses and documents student progress utilizing testing materials, methods, and techniques.
- Classes to be provided in Child Care, Early Education, local schools, TANF facilities and collaborative partner sites.
- Plan on and off-site activities to reiterate lesson plans.
- Participates in training Native American teachers in their language.
- Works with the Language Director in the planning, organization and implementation of activities and lessons in the language for youth and adults in the community.
- Provide language enrichment activities for parents to carry out at home.
- Participate in recruiting for the enrollment of students.
- Records language sessions and submits records for archive.
- Participates in field trips to promote the language and culture.
- Provides administrative support regarding documentation of program data such as attendance records and written assessments of program events.
- Assists with the Language Dictionary project and developing other resources.
- Assists with the planning of the monthly language forums.
- Participates in evaluating community needs for language and cultural instruction; helps create and carry out plans to address those needs.
- Maintains professional and technical knowledge by conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

**Minimum Qualifications:**

High School Diploma or GED, 300 hours documented instruction the language by a fluent speaker, or by submitting an alternate history of his or her language study, or Bachelor's Degree in Education, or any equivalent combination of education and experience that could likely provide the required knowledge, skills and abilities to perform the duties of the position. Demonstrated ability to incorporate the traditional customs in a course of study. Teaching experience and experience in cross-cultural education preferred. Shall possess and maintain a valid California Class C drivers' license, and qualify for employer insurability, throughout the course of employment. Requires the ability to work a modified schedule dependent upon the services provided and the business needs of the assigned department, with little or no notice. Must successfully pass a pre-employment drug/alcohol screen, and background investigation. ***OVCD has a mandatory COVID-19 vaccination policy. Prospective employees must provide proof of full vaccination at least ten (10) days before employment commences.***

**Knowledge, Abilities, Skills, and Certifications:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of school organization, functions, objectives, policies, and procedures.
- Knowledge of curriculum development.
- Knowledge of the principles and practices of language education.
- Knowledge of the language, community, history, and culture.
- Knowledge of the role of linguistic documentation and archiving practices in language revitalization.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Teaching and facilitation skills. Successful delivery of language and cultural sharing and teaching events.
- Ability to create CD-based audio recordings.
- Ability to exercise independent judgment.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to maintain a calm demeanor during crisis situations.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with students.
- Ability to be sensitive and receptive to the unique needs of school aged Native American students.
- Ability to develop and complete instructional activities and lessons.
- Ability to maintain a creative environment for learning by providing appropriate classroom organization and structure.
- Ability to motivate students to perform to their fullest potential.

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:**

Work is generally performed in a classroom setting with a moderate noise level. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required. Travel may be required.

**Native American Indian Preference:**

Native American Indian preference shall apply to all positions at OVCDC pursuant to the Indian Self-Determination and Education Assistance Act (24 USC 450, et. seq.), 25 CFR 271.44, applicable Tribal Employment Rights Ordinances, and other relevant laws.