



OWENS VALLEY CAREER DEVELOPMENT CENTER

Tribal TANF, Family Literacy, Language Program
Career Education, EHS Program
2574 Diaz Lane • P.O. Box 847 • Bishop, CA 93514 • (760)873-5107

POSITION TITLE: Language Teacher I
CLASSIFICATION: Non-Exempt, Part-Time
DEPARTMENT: Language
SUPERVISOR: Language Coordinator
PAYRATE: NE6 \$25.17 to \$35.24 per hour

Position Summary:

Under general supervision of the Language Coordinator, plans, implements, instructs and evaluates language and cultural instruction to service area communities, for the purpose of language and cultural revitalization. Encourages community participation and knowledge in Indigenous language and traditional practices.

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:

- Develops and implements an educational curriculum and lesson plans and incorporates cultural values and traditions for various age groups.
- Develops teaching materials e.g., illustrations, song recordings, dictionaries, stories, etc.
- Assesses and documents student progress utilizing testing materials, methods, and techniques.
- Classes to be provided to eligible TANF participants, TANF programs and local service area communities.
- Plan on and off-site activities to reiterate lesson plans in a classroom and/or virtual settings.
- Participates in training and teaching in Indigenous languages.
- Works with the Language Coordinator in the planning, organization and implementation of Indigenous language and cultural activities and lessons for youth and adults in the community.
- Provide language enrichment activities for parents to implement at home.
- Records language sessions and submits records for archiving.
- 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 Language projects and the development of other resources.
- 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.
- Improves language fluency by studying with fluent speakers and language teachers. Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED, 300 hours documented instruction in the language by a fluent speaker, or by submitting an alternate history of his/ her language study, 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. Must successfully pass a pre-employment drug/alcohol screen, and background investigation.

- Knowledge, Abilities, Skills, and Certifications: Knowledge of language proficiency and teaching skills from a basic to intermediate stage of description speaking.
- Knowledge of language instruction such as basic, conversational, and immersive techniques.
- 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.
- Ability to teach and facilitate successful language and cultural sharing events.
- Ability to interact and maintain positive working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both orally 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 participants.
- Ability to be sensitive and receptive to the unique needs Native American participants.
- 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 participants 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 15 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 OVDCD 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.