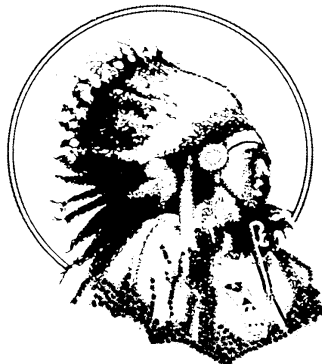


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION**  
**P.O. BOX 638 PENDLETON, OR 97801**  
**(541) 276-3570 FAX (541) 276-9060**  
[www.umatilla.nsn.us](http://www.umatilla.nsn.us)



**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**TITLE:** Native Language Teacher **(2 Positions)**  
Covered Status and Safety Sensitive

**LOCATION:** Confederated Tribes of the Umatilla Indian  
Reservation

**SALARY:** \$16.00 to \$20.00/ hour

**SUPERVISOR:** Language Coordinator

**SUPERVISION EXERCISED:** None

**TERM OF EMPLOYMENT:** Part Time (3 hrs. a day, 5 times a week)

**OPENING DATE:** January 26, 2010

**CLOSING DATE:** Open Until Filled (with first screening February  
5, 2010)

**GENERAL STATEMENT OF DUTIES:**

The Native Language Teacher will work closely with Language Apprentices, Linguists, Program Coordinator and other Language Teachers in developing and teaching culturally based instructional materials in one of the three CTUIR Native Languages: Walla Walla, Umatilla or Lower Nez Perce (Cayuse) for learners of all

ages (pre-school to adult) Instructional materials to be developed will include written text, video, audio/sound, and interactive software. Very good interpersonal, organizational and communication skills are essential.

**EXAMPLE OF DUTIES/RESPONSIBILITIES:**

1. Serve as a model to Indian Language learners and in particular, the Indian Language Apprentices.
2. Maintain contact with the Language Apprentices and the Teachers of other Indian Languages to work as a team and insure that goals and objectives of lesson plans are met.
3. Contribute in providing the Native Language content (e.g. vocabulary and pronunciation) for instructions.
4. Learn the Americanist script and be able to write and read at least one of the Native Languages: Walla Walla, Umatilla and Lower Nez Perce (Cayuse). in Americanist script.
5. Learn and apply computer and audio/video technology, other curriculum development techniques including limited graphic illustration to language documentation for teaching.
6. Must be willing to work with individuals of all ages on a one on one basis or small and large groups. Provide direct language instructions as needed: for instance to Day Care, Head Start, students K-12, adults and various interested learners as suggested and scheduled by the Language Program Coordinator.
7. Collaborate and share ideals as well as cultural values with Language staff to assist in the development of language preservation and protection policies and procedures.
8. Assist in gathering data and organizing them as tools for the Education Department to actively advocate for the Language Program to the Board of Trustees, General Council and Tribal Government.

**Required Minimum Qualifications** (It is the responsibility of the applicant to demonstrate he/she does meet all of the following minimum qualifications).

- Must possess fluency in listening, understanding and speaking in one of the three CTUIR languages: Walla Walla, Umatilla and Lower Nez Perce (Cayuse).
- Must have very good communication skills both verbal and written.
- Must be able to work under pressure and prioritize various aspects of the job.
- Must be able to work with computers and learn new information on a regular basis.
- Must maintain rapport with staff, students and community members with appropriate cultural respect and care.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers are required to disclose any pre-existing or mental disorder and/or disability known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position in which they work.

#### SELECTION PROCESS:

Tribal Personnel Policy and Procedures Manual, Section 3.02: Employment Preferences

The Tribe's employment preferences shall be as follows:

- a. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to Tribal members and to other Indians enrolled in federally recognized tribes. This Tribal and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
- b. 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.
- c. 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 section 3.07.
- d. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no Tribal employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, sex 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 drug free test is required before any employment offer is to be made. All tribal employees are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures 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.**

#### 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 application for Sensitive Tribal Positions.
5. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
6. Veterans' 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  
P.O. Box 638  
Pendleton, OR. 97801  
Phone: (541) 276-3570 or Fax: (541)429-7187

**To be considered, application must be postmarked by the closing date.**

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Approved by: Dennis Fortney, Human Resources  
Director  
pf

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Date

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**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.)*

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Applicant Signature

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Date