

CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
P.O. BOX 638 PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060



**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Native Language Curriculum Developer

**SALARY:** Pay Range: 5  
\$24,500 per year

**LOCATION:** Cay-Uma-Wa Education Center, Mission, OR

**EMPLOYMENT STATUS:** Full Time with benefits package

**DEPARTMENT:** Education

**SUPERVISED BY:** Language Coordinator

**OPENING DATE:** September 23, 2009

**CLOSING DATE:** Open Until Filled (First Screening: 10/6/09)

**Note:** This position is a grant funded position and will be advertised by CTUIR Human Resources. The one year funding is from the Spirit Mountain Community Foundation for the implementation of **Language for the Community Project**.

**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. 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

The Curriculum Developer of the Language for the Community will be directly responsible for collecting, organizing and creating language instruction materials and develop the Level 1 Benchmark Language curriculum materials and assessments for Nez Perce, Umatilla and Walla Walla languages.

## EXAMPLES OF JOB DUTIES & RESPONSIBILITIES

The Curriculum Developer will work with Project Evaluator for assessment and effectiveness of curriculum.

Responsibilities include but not limited to, the following:

1. Collaborate with Language Speakers, Apprentices and Instructors in developing multi-media tools to accompany Level 1 Curriculum in all three languages.
2. Collaborate with Native Language Instructors at Nixyaawii Community School, Pendleton School District 16R, to pilot test the curriculum and assessments.
3. Work collaboratively with Master Language Speakers to translate culturally relevant material into Cayuse/Nez Perce, Walla Walla and Umatilla.
4. Collaborate with Language Program to provide or obtain training in website and curriculum development.
5. Travel to local schools in Pendleton 16R district and Nixyaawii Community School.
6. Community and Public relations for the Language for the Community project, including assisting in the writing and distributing of Press Releases, broadcasting public service announcements on the Tribes' KCUW radio station.
7. Work closely with Master Language Speakers to offer perspective on problems being solved with curriculum and for assistance with translation of English to Nez Perce, Umatilla and Walla Walla.
8. Coordinate Student Assessment Results.
9. Coordinate Parent/Student feedback of curriculum.
10. Coordinate CTUIR workforce feedback of curriculum.
11. Participate in the Level 1 Curriculum teacher to teacher training.
12. Coordinate distribution of all Level 1 Curriculum to students.

13. Demonstrated ability to effectively manage multiple projects in a deadline-based environment, with outstanding computer and database skills.
14. Must be familiar with the ethnic background and heritage of the Tribal community.
15. Excellent ability in developing CD, DVD and other computer generated learning materials.
16. Excellent analytical and practical problem solving skills.
17. Excellent customer service skills.
18. Excellent oral, written and interpersonal communication skills, including editing skills.
19. Ability to speak to groups with effective presentation skills.
20. Ability to work effectively as part of a team or a collaborative effort, while also being able to work and make decisions and/or recommendations independently.
21. Ability to comply with complex budget requirements.
22. Must maintain comprehensive and confidential communications within the education department and community.
23. Excellent organizational skills.
24. Familiar with public and private funding sources and experienced with research methodologies.
25. Knowledge of Federal and State laws regarding grant funding.

SUPERVISORY AUTHORITY:

SIGNATORY AUTHORITY:

ACCESS TO SENSITIVE AREAS:

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

1. Bachelors Degree from an accredited institution required, Masters in Education preferred.  
OR three (3) years of language acquisition in one of the three tribal languages of Umatilla, Walla Walla, Nez Perce or any family of the Sahaptian language that is mutually intelligible with the three tribal languages.

2. Certification of proficiency from the CTUIR Language Department or possess a state license to teach one of the Sahaptian languages.
3. Knowledge of International Phonetic Alphabet.
4. Previous experience and demonstrated success in writing and submitting proposals in an academic setting.
5. Working knowledge and use of Microsoft Office Suite (Word, Access, Excel, Powerpoint, Publisher and Project) preferred.
6. Working knowledge and use of multi-media programs (CD, tape, DVD) ACORNS, Board maker, Movie Maker, including website software, etc.
7. Must be able to work a flexible schedule, including extra hours and holiday breaks, weekends as needed.

#### PHYSICAL DEMANDS:

1. Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.
2. The employee may be required to push, pull, lift and/or carry up to 20 pounds.
3. The noise level in the work environment is usually moderate.

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., or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE 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. Copy of High School Diploma or GED
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. 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)276-9060

**To be considered, application package must be post marked by the closing date.**

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Approved by: Julia Withers-Lyons, Personnel Manager

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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