

**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**

**POSITION TITLE:** Language and Assessment Assistant

**SALARY:** Pay Range 4:  
\$21, 450 to \$23,400 per year  
7.5 hours a day for a year

**LOCATION:** Education Department, Language Program, other service areas include Nixyáawii Community School, etc,

**EMPLOYMENT STATUS:** Full Time with benefits package  
Covered Status Position  
Safety Sensitive Position

**DEPARTMENT:** Education

**SUPERVISED BY:** Linda Sampson, Title III Director and Language Instructor

**OPENING DATE:** October 19, 2009

**CLOSING DATE:** Open until filled (with first screening (with first screening 10/26/09)

**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

Provide support to the staff and students served by the Title III project: Improving the English Language Proficiency of Native American/Alaska/Native Children at Nixyáawii Community School. Participate in trainings regarding assessments and assist in administering them. Assist in collecting and organizing data needed for reports.

## EXAMPLES OF JOB DUTIES & RESPONSIBILITIES

1. Must attend and participate in trainings for the administration of assessment tools and in areas as required by the project.
2. Must earn certificate of proficiency to administer English Language Proficiency Assessment (ELPA)
3. Must understand the goals, objectives and requirements of the Title III project: Improving the English Language Proficiency of Native American/Alaska/Native Children at Nixyáawii Community School.
4. Must be familiar with the Oregon Department of Education curriculum standards particularly in high school Math and Language Arts.
5. Must have an understanding of Benchmark criteria and the Annual Yearly Progress (AYP).
6. Provide support to the Project Director regarding the scheduling and administration of assessments at Nixyáawii Community School as they relate to the development of the English Proficiency of the Native American students.
7. Must schedule, oversee and administer assessments for the project.
8. Provide large group or one on one instruction regarding best practices for test taking.
9. Conduct dry-runs of tests to be administered as needed.
10. Maintain the confidentiality of student records and school-related matters at all times.
11. Providing and secure instructional materials needed by Native Language Teachers and students.
12. Collate and organize curriculum materials as directed.
13. Responsible for collecting and recording data as directed.
14. Provide assistance so that collected data are presented in comprehensible manner using tables and graphs.
15. Provide assistance in developing draft of data interpretation.
16. Maintain the confidentiality of student records and school-related matters at all times.
17. Perform other duties as assigned by the Project Director and the Education Department Director.

SUPERVISORY AUTHORITY: NONE

SIGNATORY AUTHORITY: NONE

ACCESS TO SENSITIVE AREAS: NONE

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

1. High school diploma or equivalent, PLUS two years general office experience  
OR one year of **successful job experience** as a school support staff, e.g., teacher assistant, tutor, Language Apprentice  
OR at least 1 year **successful experience** in working with Native American students in classroom settings.
2. Must have knowledge of American Indian history, language, and culture and must have knowledge that there are three distinct Native Languages of CTUIR.
3. Must have excellent job history of being punctual and dependable.
4. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, directives, emails and letters. Must possess and demonstrate good writing, spelling, proofing, grammar and punctuation skills.
5. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
6. Must be respectful of the values and tradition of CTUIR and its members and the community.
7. Must become knowledgeable of the types of services provided by the Education Department and the Language Program in particular.
8. Must have extensive knowledge with computer processing equipment and software, including: Word, Excel, Power Point, Outlook, Adobe Photoshop, and other Office Suite software. Must be able to build and/or enhance database systems.  
Knowledge of computers and other office technological equipment must be kept current by attending trainings as directed by supervisor.
9. Considerable knowledge of general office practices and procedures. Individual must be highly organized and have good filing skills.
10. Must be able to operate and maintain office machines (copiers, fax machines, printers, scanners, etc.).
11. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.
12. A test will be administered immediately following interview appointment.

**PHYSICAL DEMANDS:**

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook)
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.

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. Veteran's 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: Dennis Fortney, Human Resources Director

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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