

POSITION DESCRIPTION

Title: Karuk Language Program Director

Reports To: Director of Administrative Programs and Compliance

Location: Karuk People's Center - Happy Camp, California

Supervises: Research Assistant, Course Monitor, Course Instructor

Salary: \$42,000 to \$56,000

Classification: This will be a full time position funded through the ANA Language grant through September 30, 2008.

Summary: Shall be responsible for directing activities within the Karuk Language Program, including language and culture learning materials development and production, a Karuk Language distance education class

Responsibilities:

1. Shall proofread, on an ongoing basis, all of the project's multimedia materials.
2. Shall work with Dr. William Bright in the creation of materials for the distance education class.
3. Shall arrange and oversee the reproduction and/or publication and the distribution of the project's products.
4. Shall monitor and critique community language and culture classes.
5. Shall supervise staff assigned to the language program.
6. Shall arrange the contracting of program consultant services.
7. Shall coordinate consultant activities.
8. Shall coordinate project involvement and participation in other Tribal Programs.
9. Shall be responsible for the submission of program products and archival materials to the People's Center.
10. Shall schedule and publicize Karuk Language Restoration Committee Meetings.
11. Shall submit a monthly project report to the Tribal Council and reports to ANA, as required.

12. Shall operate a ten-week six site pilot class and two three-month distance education classes.
13. Shall monitor student progress and course delivery issues.
14. Shall review student progress and conduct pre and post assessments.
15. Shall have students complete course evaluations.
16. Modify the course as needed for full implementation.
17. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
18. Other job related duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

Requirements:

1. Must have BA in Linguistics or equivalent experience. Ten years experience is preferred. Experience in Karuk Language teaching is preferred. Advanced experience with computer software is preferred.
2. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
3. Must adhere to confidentiality policy.
4. Must successfully pass a drug screening test and criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: Revised January 24, 2008

Chairman's Signature: _____

Employee's Signature: _____