

SUMMIT LAKE PAIUTE TRIBE

Primary Administrative Office

2255 Green Vista Dr. Suite 402 - Sparks, NV 89431

(775) 827-9670 Fax (775) 827-9678

Position Title: PAIUTE LANGUAGE TEACHER – Part Time Contract Rate of Pay: \$25.00 hr.

Opening Date: 11/01/2021 (Native Preference 11/16/2021) Funding Program: Grant

Closing Date: Open until Filled Duration of Employment: 3 YEARS

About the Tribe: The Summit Lake Paiute Tribe is a federally recognized Tribe, organized in accordance with the Indian Reorganization Act of 1934. The Tribe's constitution is titled *Articles of Association*. The Summit Lake Reservation is located 50 miles south of the Oregon state border, 68 miles east of Cedarville, California and 83 miles north of Gerlach, Nevada. The Tribe's Primary Administrative Office is located in the Wildcreek Business Park in Sparks, NV.

Position Summary: The Paiute Language Teacher is responsible for curriculum and teaching the Paiute language to children and adults 2-3 times a week with funding projected to last 3 years. Administrative functions and responsibilities of the Paiute language program is under the direct supervision of the Tribal Council Chairperson. Incumbent will perform the specific teaching tasks and duties required for the efficient implementation, documentation, curriculum required to establish a Native Language Program (NLP) for the Summit Lake Paiute Tribe.

Duties:

- Implementing curriculum through instructional activities that engage students in meaningful learning experiences.
- Demonstrate effective oral and written communications with students and parents and staff.
- Collaborate with peers and staff to improve instructional practices.
- Prepares lessons and homework handouts (documents relating to NLP) with the assistance of the office staff.
- Have a working knowledge of computer systems, programs, and input requirements necessary to establish and administer curriculum for individual learning of the verbal and written Paiute language.
- Keep records and statistical information for data reporting and progress measurements.
- Work closely with the Tribal Council and supervisor to keep advised of any changes in federal regulations or procedural policies affecting the Native Language Program.
- Prepares teaching policies needed to establish the Native Language Program with review from the Tribal Council before taking action that governs the Native Language Program.
- Understand student's proficiency and prepares written adaptive assessments.

- Maintains and updates the processing of Native Language documents and addresses correspondence.
- Works with and reports to the Tribal Council Chairperson on all activities or actions, requiring decisions on program matters. Prepares reports and documents to aid in processing decisions for presentation to the Tribal Council.
- May prepares and presents special administrative and statistical reports to the Tribal Council.
- Submits the attendance records for daily classes to the Tribal Council Chairperson for monthly review. Chairperson forwards review attendance records to Finance for reporting purposes.
- Ensures that records are kept confidential and are made available to only those individuals needing said records for official purposes.
- Responsible for providing outstanding customer service to the general public and members who come to the Summit Lake Paiute NLP classes.
- Provide a positive learning environment that facilitates student success
- Responsible for ensuring documentation is filed to show progress by each student.
- Other duties as assigned.

Minimum Qualifications:

- Must be a high school graduate or possess a GED with at least two years of work experience in teaching the Paiute language.
- Must have excellent knowledge and experience in the Paiute Language.
- Ability to work independently on project with minimal supervision.
- Must be highly confidential with strong communication skills with ability to work with the public in a pleasant and professional manner.
- Computer literate with good knowledge of standard Microsoft Office software suite, Word, Excel, and Outlook, at minimum. Good typing and grammar skills are essential.
- Indian preference applies.
- Name not included on the Federal Excluded Parties List.

Tribal Members and Indian Preference

The Summit Lake Paiute Tribe is a Tribal Member and Indian Preference employer; in accordance with Section 7(b)(c) of Public Law 93-638, the Indian Self-Determination Act. However, in all other instances the Tribe complies with title VII of the Civil Rights Act of 1964 and does not discriminate on the basis of age, race, creed, sex, sexual orientation, religion or national origin.