



Cow Creek Government Office

Takelma Language Teacher/Curriculum Specialist

Job Code: 1352
Department: Education
Location: Roseburg, Or
Minimum Hourly: \$25.91

POSITION PURPOSE:

Teacher-learner will study Takelma Language and progress to a conversational level of fluency as measured by the Northwest Indian Languages Benchmarks. Responsibilities include planning, coordinating, and implementing program activities. In addition, they will be able to use and contribute to Takelma language resources, as measured by completed curriculum units; and be able to teach language to Tribal families and Tribal youth in both the Preschool and Afterschool programs, as well as providing language-based activities to the EHYC summer programming. Job duties will be varied, and assignments will be made that create positive outcomes for the Takelma language program. This is a grant funded position and will run for the duration of the grant ending June 30, 2025.

ESSENTIAL FUNCTIONS:

- Track progress towards language learning goals via regular self-assessments.
- Plan, coordinate, implement, communicate program activities.
- Attend training and workshops and progress in the following skills:
 - Understanding Takelma linguistic resources.
 - Teaching Takelma language.
 - Developing curriculum for family classes.
- Track skill-development for the above skills.
- Use and contribute to Takelma language resources.
- Teach language to Tribal families, EHYC and Yimisa youth.
- Track participation of Tribal members in classes and activities.
- Contribute to archiving and distribution of all instructional materials.
- Support staff in Grow Your Own (GYO) grant goals.
- Other duties as necessary to support the GYO grant.

QUALIFICATIONS:

- Associates Degree; Required
- B.A. or B.S. preferred.
- Highly motivated to work with language, and willing to make a long-term commitment to community, language, and culture.
- Experience in lesson planning and curriculum building.
- Ability to lead a learning environment and conduct a class.
- Have strong speaking, reading, writing, editing and proofreading skills.
- Experience with Excel, Word, PowerPoint, and general computer use is necessary.
- Be familiar with or willing to learn software programs for audio/video recording, audio/video editing, cataloging, and archiving purposes.
- Be able to work cooperatively in a team with a positive attitude.
- Be self-motivated and able to thrive in a learner-driven environment.
- Have strong interpersonal communication skills in order to communicate in a culturally appropriate, courteous, and professional manner.
- Be able and willing to travel as needed.
- Valid Current Oregon driver's license.

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Position: Takelma Language Teacher/Curriculum Specialist
Position Minimum Requirements

{Continuous -- 67-100% of the day. Frequent -- 34-66%. Occasional -- 6-33%. Intermittent -- 1-5%}

SITTING – (Percent of time or hours per day? Surface? Foot Controls?) **Frequent**

STANDING – (Percent of time or hours per day? Type of Surface? Duration at one time?) **Frequent**

WALKING – (Percent of time or hours per day? Surface? Distance?) **Frequent**

POSITIONS – (Can worker change positions frequently? Occasionally?) **Frequent**

LIFTING & CARRYING – (Weight? Type of object(s)? Frequency? Distance?) **Intermittent**

PUSHING/PULLING – (Weight? Type of object(s)? Times per hour? Distance?) **Intermittent**

REACHING/HANDLING – (Use of hands for repetitive fine manipulation? Distance?) **Occasional**

BENDING/SQUATTING – (Frequency? From Waist? Knees? Duration?) **Occasional**

TWISTING – (From what body part(s)? Frequency? How far? Work being done?) **Occasional**

CLIMBING – (Height? Slope? Number of steps? Frequency? On what? Ladder?) **Intermittent**

CRAWLING – (Surface? Frequency? Distance?) **Occasional**

ENVIRONMENTAL FACTORS – (Include whether job is performed inside or outside identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, communicable disease, etc.)

Job is primarily performed indoors.

<input type="checkbox"/> Sedentary Work	= Prolonged periods of sitting, exerts up to 10lbs of force occasionally
<input checked="" type="checkbox"/> Light Work	= Exerts up to 20lbs. of force occasionally, and up to 10lbs. of force frequently
<input type="checkbox"/> Medium Work	= Exerts up to 50lbs. of force occasionally, and up to 20lbs. of force frequently
<input type="checkbox"/> Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 20lbs. of force frequently
<input type="checkbox"/> Very Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 50lbs. of force frequently

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

EMPLOYEE _____ **DATE** _____

SUPERVISOR _____ **DATE** _____

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.