

JOB DESCRIPTION

Job Title:	Language Teacher	Prepared by:	Joseph Henderer
Department:	Education	Date Prepared:	01/29/20
Reports To:	Manager, SLRP	HR Approval/Date:	J. Ortiz 01.29.20
FLSA Status:	Non Exempt		

SUMMARY

The Language Teacher is responsible for acquiring and promoting the Tribe’s indigenous language. As part of the Serrano Language Revitalization Project, the Language Teacher will utilize a wide variety of resources to enhance student learning. Through a repertoire of teaching strategies and as an advocate of the Serrano culture, the Language Teacher will have a direct impact on the Serrano Language Revitalization Project by promoting students’ Serrano language development.

<u>Essential Duties & Responsibilities</u>	Estimated % of Time
1. Acquires the Serrano language including vocabulary, pronunciation, syntax, practical usage and spelling within the first three months of employment. Assists with cultural programs (Yucca Harvest, Yaamava', California Native American Day, Waa't, etc.) and collaborates with other departments on language-related programs.	15%
2. In collaboration with the Serrano Language Revitalization Project, creates, develops and implements Serrano curriculum for students with little to no Serrano language exposure from the following levels: an elementary-school-level, middle/high-school-level, adult, or college level.	15%
3. Enhances the development of student language learning by incorporating culturally relevant instructional strategies. Provides private instruction to Tribal citizens to enhance language acquisition.	10%
4. Actively participates in appropriate cultural activities (on and off site) to ensure cultural relevance while developing lessons and material.	10%
5. Selects age and ability appropriate methods of instruction to enhance Serrano language acquisition. Designs structured learning activities that promote active student participation in language classes.	10%
6. Conducts on-going assessments in collaboration with the Serrano Language Revitalization Project and other San Manuel academic personnel to monitor student language development and acquisition.	10%
7. Develops, structures, and implements effective classroom and web based vocabulary and grammar/syntax study tools and activities to maximize students’ language acquisition.	10%

8.	Maintains student language acquisition records, assessment data, documentation of challenges and curriculum effectiveness.	10%
9.	Supports the Summer Academy program with planning, development and implementation.	5%
10.	Perform other duties as assigned to support the efficient operation of the department.	5%
		100%

EDUCATION/EXPERIENCE/QUALIFICATIONS

- Bachelor’s degree required.
- Teaching credential/BCLAD preferred.
- 3-5 years of experience teaching a foreign language as well as teaching either adolescent/adult learners or young children preferred. Minimum of one (1) year teaching experience is required.
- Experience with long-term, standards-based lesson planning and curriculum preparation as part of a teacher credentialing program or professional teaching experience.
- Equivalent combination of education and progressive, relevant and direct experience may be considered in lieu of minimum educational/experience requirements indicated above.
- Beginning to Intermediate proficiency in Microsoft Word, Excel, Publisher, and Adobe Creative Suite. Previous experience with Audacity and SmartBoard technology beneficial.

CERTIFICATES/LICENSES/REGISTRATIONS

- At the discretion of the San Manuel Tribal Gaming Commission you may be required to obtain and maintain a gaming license.
- A qualified candidate/employee must have a valid driver’s license with an acceptable driving record as determined by the company’s insurance carrier.
- As a condition of employment with the San Manuel Band of Mission Indians Education Department, incumbents are required to undergo and successfully pass pre-employment and annual post-employment background investigation including, but not limited to, Live-Scan fingerprinting, drug screening and criminal history background check.

PHYSICAL REQUIREMENTS/ WORKING CONDITIONS – ENVIRONMENT

The physical demands and working environment described here are representative of those that an employee encounters and must be met by an employee to successfully perform the essential functions of this job.

- Primary work environment is in a climate-controlled office setting.
- Work requires travel to attend meetings, trade shows, and conferences.
- Incumbents may be required to work evening, weekend and holiday shifts.
- Must be able to work in a fast paced, high demand environment.
- Strength sufficient to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects and/or move up to 40 pounds occasionally.
- Sedentary work; involves sitting most of the time. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.

- Physical activities that apply to the essential functions of the position are: Balancing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, grasping, talking, hearing, repetitive motions.
- Hearing sufficient to hear conversational levels in person and over the telephone.
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the telephone.
- Visual Acuity that best describes the requirements of the position: The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading; visual inspection of employees, visitors or facility.
- Mobility sufficient to safely move in an office environment, walk, stoop, bend, kneel, and enter, exit and operate a motor vehicle in the course of travel to promotional events, meetings, conferences, trade shows and San Manuel properties.
- Endurance sufficient to sit, walk and stand for extended periods, and maintain efficiency throughout the entire work shift and during extended work hours.
- The employee may be exposed to fumes or airborne particles including secondhand smoke.

San Manuel Band of Mission Indians and San Manuel Casino will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.