



Cow Creek Government Office

Position Description

Position Title: Curriculum Specialist/Applied Linguist **Department:** Education

Reports To: ANA Program Manager **FLSA Designation:** Non-Exempt

Date Written: 8/27/2019

POSITION PURPOSE:

The Curriculum Specialist/Applied Linguist is employed full time to manage the work outlined in the *Nahank^huotana: Strengthening our Cow Creek Tribal Community and Families through Takelma Language Revitalization* Project funded by Administration for Native Americans. This position is grant funded and will run for the duration of the three year grant.

The CS/AL will be responsible for the coordination needs of the project and project staff will work directly with the ANA Program Manager. This individual will also have the primary responsibility for linguistic analysis, applying knowledge of the structure of the language to curriculum development, and overseeing materials production. Responsibilities include planning, coordinating, and implementing program activities with the Education Programs. Job duties are varied, with approximately .25 FTE devoted to project coordination, .3 to curriculum planning and teacher training, and the remaining .45 to linguistic analysis and teaching other staff how to use linguistic resources, and developing and distributing multimedia instructional materials.

ESSENTIAL FUNCTIONS:

- Meet the goals and schedules as specified in the project work plan
- Work closely with the ANA Program Manager and Language and Cultural Development Coordinator the Program Manager to Plan, coordinate, implement, communicate program activities
- Provide professional development and increase the professional capacity of teacher-learners and CR staff through providing training in:
 - developing curriculum
 - Takelma language learning
 - understanding linguistic resources
 - language learning and teaching
 - language revitalization
- Contribute to analysis of Takelma language to better understand the structure of the language and update pedagogical (teaching) grammar.
- Expand dictionary; distribute updated versions regularly.
- Maintain comprehensive catalog of instructional materials, both historic linguistic documents and newly created materials.
- Maintain dictionary and text databases.
- Plan curriculum and lead in developing language curriculum for project.

QUALIFICATIONS:

- Master's Degree in Linguistics, Applied Linguistics, Education
- Experience in teaching language and/or linguistics, preferably Native American language/linguistics.
- Experience working with Tribal communities on language revitalization.
- Experience working with archival linguistic materials.
- Experience in lexicography.
- Highly motivated to work with language, and willing to make a long term commitment to community, language and culture.
- Have strong speaking, reading, and writing, editing and proofreading skills.
- Experience with Excel, Word, PowerPoint, and general computer use is necessary.
- Be familiar with software programs for linguistic analysis, audio/video recording, and audio/video editing, cataloging and archiving purposes.
- Be familiar with software programs and technology for developing and distributing multimedia instructional materials, from physical (paper) to online.
- Be able to work cooperatively in a team with a positive attitude.
- Have excellent time management skills
- Have strong interpersonal communication skills in order to communicate in a culturally appropriate, courteous and professional manner.
- Be able and willing to drive to teaching and learning sites.
- Supervisory experience preferred.
- Be able and willing to travel to meetings and conferences.
- Current Oregon Driver's License with the ability to qualify for the Cow Creek Government Office's Drivers Program.
- Must maintain a neat, clean and well-groomed appearance at all times (specific standards available).

