

## POSITION DESCRIPTION

TITLE: Language Resource / Media Developer

DATE: 12-03-07

DEPARTMENT: Potawatomi Language Education Program

POSITION SUMMARY: Performs a variety of duties in the area of educational multi-media and language resource development.

SUPERVISION RECEIVED: Culture/Language Director

SUPERVISION EXERCISED: None

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop audio and video resources for digital language lab and online course
- Monitor and track Potawatomi Language Lab class usage
- Develop language resource materials for classroom and online use
- Continue development on language workbook (w/ band partnership)
- Assist workbook expansion to language text book w/ verb conjugations and grammar
- Develop online Potawatomi language course for NTW and community
- Serve as online language course instructor to school and community students
- Develop web based interactive learning resources for students and larger audience
- Create engaging educational games with multiple learning methodologies
- Attend school staff meetings as well as any training necessary to further individual professional development.

PERIPHERAL DUTIES: Other duties such as overnight travel may be assigned.

REQUIRED QUALIFICATIONS: Bachelors degree in computer technology or related field; proficiency in a second language, with a general understanding of language teaching methodologies. MTTC test; must have the ability to communicate clearly and effectively with adults and students verbally and in writing; must have expert computer skills, beginning with basic software such as MS WORD, Excel, PowerPoint and Publisher; competent skills with Adobe Creative Suite and Adobe Production Studio, as well as other related audio and video editing software packages; previous experience with web authoring, including html, css, php, JavaScript and flash development; must have the ability to establish and maintain effective working relationships with peers and students; must be dependable and capable of following directions; must be able to maintain confidentiality; prior experience in a classroom preferred.

TOOLS AND EQUIPMENT USED: SONY Digital Language Learning *System and* software, including use of teacher, student and lesson authoring software for SANS system,

computer, scanner, video camcorder, camera, video and audio editing software suites, web development tools (html, ess, php, JavaScript, flash) and CD/DVD production equipment.

**PHYSICAL DEMANDS:** Physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. One must have the ability to stand on concrete floors for 1-hour periods. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions. The work environment may vary depending on the location of the "Culture-Relative" activity; however; the work environment is usually moderately quiet, pleasant and comfortable with little or no exposure to injury or other health hazards.

**SELECTION GUIDELINES:**

Completed employment application and resume, if desired, rating of education and experience; oral interview and reference check; job related language test may be required. State and federal background checks are required to comply with Public Law 99-570-"Indian Alcohol and Substance Abuse Prevention and Treatment Act and Public Law 101-647 "Crime Control, Child Care Worker-Employee Background Checks"\* of 1990. Post offer drug and alcohol test required. Employment selection made in accordance with the Hannahville Indian Community Tribal Employment Rights Ordinance (TERO) Title DC Chapter 3.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and requirements of the job change.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Employee)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Supervisor)