

POSITION DESCRIPTION

TITLE- Potawatomi Language Teacher (Middle & High School)

DATE: 09/03/09

FLSA:"

DATE REVISED:

BACKGROUND:

TERO:

BENEFITS STATUS:

DEPARTMENT: HIC Potawatomi Culture, Language & History (*Language Dept*)

POSITION SUMMARY: Organize, direct, supervise and guide students in the Potawatomi language education process within the framework of the philosophy of the Hannahville Indian School.

SUPERVISION RECEIVED: Principal; Culture Dept Director & Program Coord.

SUPERVISION EXERCISED: Instruction to students. *Some shared supervision regarding implementation of instructional methodologies, lesson materials development and classroom management techniques at the elementary and preschool level within the Potawatomi language and culture program.*

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plan a program of study that meets the varied needs, interests and abilities of the students.
2. Create a classroom atmosphere and environment that is conducive to learning and appropriate to the maturity and interest of the students.
3. Guide the learning process toward the achievement of curriculum goals. Establish clear objectives for all lesson units and projects to communicate these objectives to the students.
4. Employ instructional methods and materials that are most appropriate for meeting stated objectives.
5. Take all necessary precaution to protect students, equipment, materials, and facilities.
6. Assist Potawatomi Language Dept and School Administration in implementing all policies and/or rules governing students' behavior in the classroom, develop reasonable rules of classroom behavior and procedures. Maintain order in the classroom in a fair and just manner.
7. Strive to maintain and improve professional competence.
8. Attend and participate in Potawatomi language department and school staff meetings, and serve on staff committees as required.
9. Cooperate with other members of the Potawatomi language department and school staff in planning instructional goals, objectives and methods.
10. Assist in the selection equipment, and selection and/or creation of books, workbooks, activity books and other multimedia instructional materials.
11. Accept a share of responsibility for co-curricular activities as assigned.
12. Establish and maintain cooperative relations with others.

13. Be responsible to conform to the master agreement between the Hannahville Community and the Hannahville School Board of Education.
14. Perform all other reasonable and related duties as directed by the language dept director, the school principal, the administrator and/or the board of education, which are not in violation of the master contract under which the employee works, and the Hannahville Indian School policies, rules and regulations.

PERIPHERAL DUTIES: Related duties as assigned by the HIC Potawatomi language department director, school administrator/superintendent or Board of Education at the Hannahville Indian School.

QUALIFICATIONS:

- **Education:** Michigan Secondary Teacher Certificate with a preferred degree in a world language; and Highly Qualified according to NCLB to teach in grades 6-12 classrooms. • **Experience:** Teaching experience preferred. - **Knowledge:** Education and training in a second language preferred.

Familiar with Potawatomi language and cultural traditions preferred. >

- **Skills and abilities:** Capability to effectively communicate verbally and in writing. Must be able to proactively plan and execute language program goals and objectives. Must be able to establish effective working relationships with school staff and students. Skills in operating listed tools and equipment.

TOOLS AND EQUIPMENT USED:

Telephone, personal computer, InFocus projector, copy machine, FAX machine, P.A. Systems, Video recorder, camera and audio recording equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that an employee will encounter in the performance of the essential functions of the position. Reasonable accommodations may be made to assist qualified individuals with disabilities In their performance of essential functions.

WORK ENVIRONMENT:

Work is performed in a typical office setting located in a school, as well as a classroom environment. May involve some travel including overnight and use of personal vehicle. The work environment may vary dependent upon occasional relocation for culturally relevant language activities; 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

tests may be required; tribal, state and federal background checks are required in accordance with Background Investigation Policy. Post-offer drug and alcohol test required pursuant to Drug and Alcohol Policy.

Employment selection made pursuant to the Hannahville Indian Community Tribal Employment Rights Ordinance (TERO) Title IV Chapter 3.

The duties listed above 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)

Signature _____ Date
(Director)