

LANGUAGE PROGRAM DIRECTOR
Position Announcement
(Open to Southern Paiute Tribal Members)

BACKGROUND:

The Language Program Coordinator must be a Kaibab Paiute Tribal Member with leadership abilities who has a vision for the Tribal language program.

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| POSITION: | Language Program Director |
| DEPARTMENT: | Special Projects |
| SUPERVISOR: | Tribal Administrator |
| OPENS: | April 10, 2017 |
| CLOSES: | Open Until Filled |
| STATUS: | Part-time, permanent/benefits after 90 days |
| SALARY: | \$9.00 hr |

DUTIES & RESPONSIBILITIES:

The Language Program Coordinator will be responsible to recruit and supervise language teachers and cultural consultants. Create lesson plans and assist teachers in carrying out those lessons. Make sure students/youth have a ride to class each week. Incumbent must speak the Paiute language or have knowledge of the Paiute language and culture and be willing to learn more. Assist in recording language lessons for Tribal Members' use. All other duties as assigned.

MINIMUM REQUIREMENTS:

- Must be an enrolled member of the Kaibab Band of Paiutes.
- Must be self motivated and be able to work with little supervision.
- Strong interpersonal skills, positive attitude, and ability to find new ways to improve the language program.
- Must have knowledge of and experience with Windows based programs such as Microsoft Office products.
- Must pass a criminal background check.
- Must have a valid driver's license with a good driving record and be insurable.
- High school diploma/GED not required, but preferred.

DRUG-FREE WORKPLACE POLICY:

The Kaibab Paiute Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Kaibab Paiute Tribe policy, this position requires pre-employment drug testing.

Employment applications are available online at www.kaibabpaiute-nsn.gov or at the Tribal Affairs Building located on 1 North Pipe Springs Road Fredonia, AZ 86022. Interested applicants must return completed applications for consideration. For more information, contact the Human Resource Director at (928) 643-7245. **Only completed applications will be accepted.** All applications must have a copy of the following to be considered: requested education requirement verifications, driver's license, 36 month driving record and two completed fingerprint cards (available at the Human Resource Office).

THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND
ADHERES TO THE INDIAN PREFERENCE ACT