

POSITION DESCRIPTION

POSITION: Stockbridge-Munsee Community Language Manager

LOCATION: S/M Community

SALARY: Exempt

Reports to: Cultural Affairs Director **Division:** Tribal Admin **Department:** Cultural Affairs

POSTING DATE:10/21/19

CLOSING DATE: 10/28/19

PAYGRADE: 6

GENERAL RESPONSIBILITIES: The Stockbridge Munsee Community Language Manager will directly manage the activities of the Stockbridge Munsee Community Language Office. This office is responsible to preserve and protect the two languages of the Stockbridge Munsee Community.

DUTIES:

1. Oversee the implementation and development of the SMC Language programming.
2. Must develop all policies, procedures, standards, specification, guidelines and training programs related to the language program.
3. Work with Cultural Affairs Director and Language and Culture Committee to create curriculum and develop teaching sessions at various levels.
4. Must be friendly, courteous and outgoing, in order to foster a good working and teaching environment.
5. Must be highly self-motivated with a strong desire to see the SMC Language program to flourish.
6. Will coordinate all language classes.
7. Must assist in the development of age appropriate curriculum as needed for various classes, including a Language Camp that should happen at least once a year.
8. Will research and apply for funding opportunities to support the SMC Language Program.
9. Must prepare all required paperwork, including forms, lesson plans, teaching schedules, budget forms, purchase orders and designated reports for SMC Language Office.
10. Complete monthly department report to be submitted to Cultural Affairs Director.
11. Have a basic understanding of the Mohican/Munsee Languages and a strong desire to learn the Mohican/Munsee Languages.
12. Write and publish in the Mohican News regular articles regarding the department that highlight interesting areas.
13. Must maintain an acceptable departmental attendance record.
14. Must be reliable and prompt when reporting to work.
15. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
16. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.

17. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
18. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

STANDARD QUALIFICATIONS:

1. Enrolled member of the Stockbridge Munsee Community preferred.
2. High School Diploma or GED is required.
3. A bachelor's degree in teaching or other related field such as Linguistics is strongly preferred. Two years' experience working in a teaching venue or language development venue is required. Must be able to demonstrate/substantiate experience.
4. Experience with a Native American Tribal organization and/or not for profit agency desired.
5. Previous supervisory work experience is preferred.
6. Must have experience in budget management.
7. Must have grant writing ability.
8. Must have the ability to build positive work relationships with internal co-workers and external experts and Tribal Members.
9. Individual must possess excellent verbal and written communication skills.
10. Must have keyboarding skills.
11. Must be able to work with a Microsoft Office or similar software.
12. Must possess the ability to manage time effectively.
13. Must have the ability to work effectively under pressure.
14. Must be willing to attend all applicable training.
15. Must be able to meet the requirement to travel out of the country.
16. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during the course of employment.
17. Must be eligible for coverage under the employer's liability insurance.
18. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
19. Must be able to meet physical requirements of position.
20. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
21. Must submit and pass a background security check to meet the Elder/Youth License Requirement as it pertains to the position and the location of the department prior to and during the course of employment with the Stockbridge-Munsee Community

22. Knowledge and familiarity with the language, history and culture of Stockbridge-Munsee Community.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.

SUBMIT APPLICATION TO: Human Resource Department,
P.O Box 70, N8705 MohHeConNuck Rd
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER. CANDIDATES MUST PASS DRUG SCREEN AND REMAIN DRUG FREE.

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

New Position:
Revised Position:

Tribal Council Approved: 10-18-19
Tribal Council Approved: