



Ho-Chunk Nation

Job Description



TITLE: Ho-Chunk Language Instructor II		JOB CODE: HCLJ
GOVERNMENT - EMPLOYEE		EEO: 5
NON-EXEMPT	NO FLEX	FUNDING SOURCE: NPD
HO-CHUNK PREFERENCE		

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

Serves as a teaching professional to implement second language acquisition practices of the Hoocąk language in the public school districts served by the Language Division. Collaborate with Division and School District Administration to carry out the shared goals and objectives of the learners in the Hoocąk Language courses. Analyze instructional data and practices in order to create and maintain proficiency benchmarks and standards as outlined in the curriculum. Assists management by contributing to the assessment of the curriculum, practices, and student retention of the Hoocąk language learning individuals. Language Instructors will foster and maintain the Hoocąk Waazija Hacı Language Division's revitalization efforts for the Hoocąk youth.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Must complete all educational & language proficiency requirements as outlined in the Ho-Chunk Language & Culture Committees Teacher Certification Guidelines to obtain (or start the process to obtain) a Wisconsin Department of Public Instruction license to teach Indian Language by the 90 day evaluation.
2. Must obtain and maintain the 5 year license to teach Indian Language and History and Culture licenses upon expiration of the Initial License.
3. Implement language instruction methods, identify benchmarks, and proficiency standards in the instruction of the Hoocąk language, and the development and implementation of assessment tools for learners at various proficiency levels daily during the school year.
4. Coordinate, support and expand opportunities for language learners in public schools to learn about the Hoocąk language, culture and incorporate language usage in and outside of the school setting on a daily basis.
5. Ensure learning opportunities for all Hoocąk language learners fall under the Hoocąk Language Standards and courses are in compliance with vision and mission of the Language Division on a daily basis.
6. Publicize, promote and share the Hoocąk Waazija Hacı Language Division's language revitalization, preservation and sustainability efforts with the Ho-Chunk Nation government (gaming and non-gaming), Ho-Chunk communities, and local, state and federal communities to promote a broader awareness of the Hoocąk Waazija Hacı Language Division's language efforts and accomplishments on a monthly basis.
7. Develop, implement, modify, and document curricular components (Unit and lesson plans, classroom observations and data, and classroom management tools) weekly; prepare periodic reports that compare learner progress and retention at least (2) times per year.
8. Submit quarterly written reports on grades, attendance and progress to supervisor for proper dissemination.
9. Attend 4 yearly training opportunities for language instructors as provided by the Hoocąk Language Division.



10. Attend departmental staff meetings at least twice a year.
11. Daily follow policies and procedures, meet productivity standards, deadlines and work schedules.
12. Collaborate with Ho-Chunk Nation Departments (including Education, Youth Services, Cultural Resources, Enrollment and other HCN Departments as appropriate) to infuse language revitalization efforts into the Ho-Chunk Nation's short and long range planning, public perception and daily operations on an yearly basis.
13. Work with Hoocak Academy staff and Language Division Administrative leadership to review and revise curriculum at least once annually.
14. Other duties as assigned within the scope of this job description.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Creates a positive learning environment where all learners are motivated to do their best. Sets clear, meaningful, challenging and attainable teaching goals and learner expectations that are aligned with those of the Language Division. Knowledgeable and continued research of current teaching methodologies and best practice in the field of Less Commonly Taught World Languages and Indigenous Languages.
Supervisory Accountability	None
Organizational Accountability	Understands the roles and services of own work as it relates to and impacts the work of other programs within the Language Division and the Ho-Chunk Nation.
Financial Accountability	None
Customer Accountability	Influences language learners to be excited and committed to furthering the speaking objective of the Language Division and revitalization of the language. Builds constructive Instructor - Learner relationships characterized by a high level of acceptance, cooperation, and mutual respect. Maintains a high level of professionalism as a professional in the field of Education in and outside of the work environment.
Freedom to Act	Subject to general input from supervisor Subject to regular review by supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. Must have High School diploma or equivalent.

ESSENTIAL:

1. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207 (c) and shall be subject to a background investigation as a condition of employment.
2. Must be able to pass a criminal background check according to State of Wisconsin licensing requirements.
3. Valid driver's license, transportation and proper insurance are required.
4. Must be at Intermediate Mid proficiency of the Hoocak language to instruct the Hoocak Language in a public school setting as outlined in the Teacher Certification Guidelines.
5. Must meet the Ho-Chunk Nation Language & Culture Committee's requirements to obtain and maintain a Wisconsin Department of Public Instruction Indian Language License.



6. Must adhere to confidentiality in the workplace as outlined by the Ho-Chunk Nation Employee Relations Act, the Hoocak Waazija Hacı Language Division and any program therein.

EXPERIENCE:

1. Prior experience in teaching and/or curriculum development is preferred.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Possess an on-going commitment to learning and self-improvement in the realm of Hoocak language, traditions, values, and social mores is required.
2. Individual should possess the following:
 - a. Show understanding, respect, and value of Hoocak culture;
 - b. Establish good rapport with elders, youth and community;
 - c. Possess positive and outgoing interpersonal skills;
3. Must have computer skills including Microsoft programs: Outlook, Word, Excel, and Power Point among other language specific software programs utilized by the Language Division.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. Promote cooperation and commitment within a team to achieve Division goals and language proficiency expectations for public school language participants.

WORKING CONDITIONS

1. Office setting.
2. Travel is required.
3. Any physical demands of the position should be listed or the Physical Demands Worksheet referenced.