



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Ho-Chunk Language Instructor III		<b>JOB CODE:</b> HCLL
<b>GOVERNMENT-EMPLOYEE</b>	<b>EEO:</b> 5	<b>PAY GRADE:</b> 17
<b>NON-EXEMPT</b>	<b>NO FLEX</b>	<b>FUNDING SOURCE:</b> NPD
<b>HO-CHUNK PREFERENCE</b>		

*"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**

Teaching Hoocak Language/Culture in public schools/tribal facilities. May supervise personnel as directed and is responsible for special projects within the Language Division.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Assist in the planning, implementation, coordination, and evaluation of the goals and objectives of the Hoocak language curriculum at least quarterly.
2. Review the Hoocak language curriculum for authenticity, relevance, meaning, and current content at least quarterly.
3. Assist with the language instruction methods at the Pre-School, Elementary, Middle School, and Secondary/Adult levels for beginning, novice, intermediate, and advanced speakers as needed.
4. Assist in the development of language competency assessment tools, criteria, and monitoring policies and procedures as well as administering language competency assessments at least semi-annually.
5. Refine intonation and correct pronunciation for the Hoocak Language at least quarterly.
6. Assist Ho-Chunk Pre-School, Elementary, Middle School, Secondary, and Adult students in developing listening and social skills appropriate to their age at least semi-annually.
7. On an ongoing basis, evaluate the curriculum for effectiveness using student achievement measures and implement changes as needed.
8. Identify students' needs and develop an effective academic intervention plan when necessary.
9. Evaluate student progress on a weekly basis.
10. Submit weekly written reports.
11. Assist in the editorial review process of Hoocak language instruction materials including print and non-print materials as assigned by supervisor.
12. Responsible for interacting with the general public, students, and other Ho-Chunk employees with tact, courtesy, respect, objectivity, and maturity on a daily basis.
13. Assist with other relevant Ho-Chunk Nation departments and programs as needed to provide optimum benefit to each student during the year.
14. Attend all training opportunities for language instructors at least 25 training hours per year.
15. Attend departmental staff meetings or other training at least 4 times per year.
16. Other duties as assigned within the scope of this job description.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	None
Supervisory Accountability	Supervises associates below supervisory level



Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with inside and outside customers
Freedom to Act	Operates with significant independence

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION:**

1. High School Diploma or equivalent is required.

#### **ESSENTIAL:**

1. Must possess adequate/acceptable background check according to State Licensing requirements.
2. Valid driver's license, dependable transportation and proper insurance are required.

**EXPERIENCE:** None Listed

### **KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Knowledge of Hoocak language, tribal traditions, values, and social mores is required.
2. Ability to read and write the Hoocak Language utilizing the Hoocak Alphabet and/or English phonetics.
3. Ability to communicate effectively both orally and in writing is required.
4. Ability to maintain strict confidentiality is required.
5. Must be able to work cooperatively with fellow employees.
6. Must be dependable, energetic, possess initiative and be self-motivated.
7. Must be computer literate: computer skills including MS Outlook, MS Word/MS Excel, MS PowerPoint, among other software that the Ho-Chunk Nation and the Language Division uses.

### **WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

### **WORKING CONDITIONS**

1. Office and Classroom Setting.
2. Travel is required.
3. See Physical Demand Worksheet.