



Ho-Chunk Nation

Job Description



TITLE: Ho-Chunk Language Instructor I		JOB CODE: HCLJ
GOVERNMENT - EMPLOYEE	EEO: 5	PAY GRADE: 10
NON-EXEMPT	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 apply second language acquisition practices of the Hoocak language to foster and maintain the Hoocak Waazija Hacı Language Division's revitalization efforts. Analyze instructional data and practices in order to create and maintain proficient speakers of the Hoocak language. Assists management by making an assessment of the curriculum, practices and student retention of the Hoocak language learning individuals and communities. Coordinates, supports and expands opportunities for language learners to learn about the Hoocak language, culture and incorporate language usage into their daily life and work environments. Ensures learning opportunities for all Hoocak language learners fall under the Hoocak Language Standards and courses are in compliance with vision and mission of the Language Division.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Implement language instruction methods during each session.
2. With each term, benchmarks will be identified on a weekly basis, proficiency standards will be evaluated, and assessment tools for learners at various proficiency levels will be developed and implemented.
3. Collaborate annually with the Ho-Chunk Nation Departments during strategic planning sessions and review sessions to infuse language revitalization efforts into the Ho-Chunk Nation's short and long range planning, public perception of learning and within the daily operations of Ho-Chunk Departments.
4. Develop, maintain, and analyze an internal assessment of ongoing personal language learning and proficiency at least once each year.
5. Monthly media promotions to create a broader awareness of the Hoocak Wazijja Hacı Language Division's efforts of revitalization, preservation, and sustainability efforts and accomplishments of the Ho-Chunk Nation government and communities in their implementation.
6. Develop, implement, modify, and document curricular components (Unit and lesson plans, classroom observations and data, and classroom management tools), preparing periodic reports that compare learner progress and retention and submit to the Division Manager and Executive Director of Heritage Preservation on a monthly basis.
7. By June of each year, the Hoocak Academy staff and Language Division Administrative leadership to design curriculum to increase revitalization efforts and serve as an instructor of Hoocak language courses, which include classroom-based instruction on-line classes or hybrid classes).

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.
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
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.
2. Must be at an Intermediate Low proficiency of the Hoocąk language to instruct community classes as outlined in the Teacher Certification Guidelines.
3. Possess or have the ability to obtain a State certified Indian Language License and the Indian Culture and History Instructor License or the Language Division equivalent.
4. Must obtain an Associate degree in Early Childhood Education or a teaching degree in Education within four (4) years of being hired.

ESSENTIAL:

1. Valid driver's license, transportation, and proper insurance are required.
2. Must be able to pass a criminal background investigation according to State licensing requirements.
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.

EXPERIENCE:

1. Possess an ongoing commitment to learning and self-improvement in the realm of Hoocąk language, tribal traditions, values, and social mores is required.
2. Prior experience in teaching and/or curriculum development is preferred.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Individual should possess the following:
 - a. Show understanding, respect, and value of Hoocąk culture;
 - b. Establish good rapport with elders, youth and community;
 - c. Possess positive and outgoing interpersonal skills;
2. Ability to recognize and record deficiencies in operational and personnel needs.

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 community language proficiency expectations.
3. Punch in and out as prescribed, follow instructions, policies and procedures. Meets productivity standards, deadlines and work schedules.
4. Must adhere to confidentiality in the workplace as outlined by the Ho-Chunk Nation Employee Relations Act, the Hoocąk Waazija Hacı Language Division and any program therein.

WORKING CONDITIONS

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