



MESCALERO APACHE TRIBE Position Description

JOB ANNOUNCEMENT

Part-time Temp Position

Position Title: Apache Language Teacher
Department: Library
Employment Status: Non-Exempt
Grade: NE7

Open Date: October 15, 2018 Close Date: Opened Until Filled

Job Summary

Instructs students on their heritage language of Apache including traditions and culture.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Modifies lesson plans and instructional materials and provides individualized and small group instruction for departments; teaches Apache words they need to communicate.
- Teaches Apache Language classes.
- Uses varied learning environment to present subject matter related to Apache language.
- Creates an effective environment for learning through functional and attractive displays, bulletin boards and learning centers.
- Interviews elders in the community for preservation of the language.
- Ensures classrooms are clean and ready.
- Researches and gathers information for class.
- Evaluates class feedback and revises lesson plans.
- Practices language instruction.
- Assists Language Consultants to record Mescalero Apache materials, including traditional narratives.
- Participates in curriculum development programs and implements the same.
- Perform other duties as assigned.

Minimum Qualifications

- High School Diploma or GED.
- Fluent and literate in the Mescalero Apache Language.
- Knowledge of Apache grammar.
- Experience and/or ability to teach the Apache language.
- Must have a valid NM Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of records management procedures.

- Knowledge of the principles, practices and methods of special education curriculum.
- Knowledge of spelling, grammar, punctuation in the Apache Language.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill in classroom management.
- Skill in preparing reports and correspondence.
- Skill in writing lesson plans and using curriculum guides.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to adapt curriculum to meet the needs of all students.
- Ability to prepare accurate, complete, and legible reports and create and present detailed, accurate, objective, and effective speeches and presentations.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently and meet strict time lines.

Physical Demands

While performing the duties of this job, the employee regularly is required to stand; sit; reach with hands and arms; and talk or hear. The employee frequently is required to walk; use hands to finger, handle, or feel; stoop, kneel, crouch, or crawl; and taste or smell. The employee occasionally is required to climb or balance. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is generally performed in a classroom setting with a moderate noise level. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts may be required.