

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: Language Director

Department: Gijigowi Anishinaabemowin Language Department

Reports To: Executive Director Unit I

Status: Exempt

Salary Level: \$55,281 to \$82,922 Annually

Level: C52

Opens: June 14, 2022

Closes: June 28, 2022

SUMMARY: The Director will plan and direct all activities and operations of the Gijigowi Anishinaabemowin Language Department. Responsible for the development of an Anishinaabemowin language program for the Waganakising Odawak community which includes research, survey, curriculum development, and community outreach.

PRIMARY RESPONSIBILITIES:

- The Director is responsible for overall leadership, planning, development, and implementation of the LTBB Gijigowi Anishinaabemowin Language Department services.
- Provide supervision, management, and oversight of department staff including: facilitating department and program meetings; planning, assigning, and directing work; problem solving; coordination of professional development; performance evaluation and staff recognition; supporting staff engagement; staff motivation; and empowerment to perform.
- Recruit, hire, and train new Gijigowi Department staff as needed.
- Responsible for preparing, monitoring and maintaining program budgets including expenditure approvals, budget modifications, funding requests, and anticipating financial needs.
- Assist the Grants Department with grant applications for Gijigowi programs including project planning, budget development, and narrative development and review.
- Research alternative funding sources to support Anishinaabemowin language program.
- Ensure department programs are making adequate progress towards program goals and objectives, and are in compliance with applicable departmental, tribal, federal, and other policies, procedures, and regulations.
- Ensure department programs are completing assessments and accurately producing all reports required under LTBB, Federal, grant, and other obligations in a timely manner.
- Oversee outreach, recruitment, and retention for all programs.
- Facilitate the development of the Gijigowi Department's Strategic Plan including establishing and implementing vision, mission, goals, and objectives for the department.

- Lead program development, expansion, improvement, and oversee the coordination of special events, projects, and activities.
- Develop new and maintain current relationships with internal and external departments, agencies, and organizations. Examples include: other LTBB programs, departments, boards, and committees, education agencies/institutions, State of Michigan offices and agencies, non-profit groups, one stop partners and community resource agencies, etc...
- Develop and amend Gijigowi Department policies and procedures; assist in the writing and revision of tribal statutes and regulations related to Gijigowi Department programs.
- Coordinate program evaluation, reporting and assessment.
- Assess available language resources including community language speakers and coordinate resources for the department.
- Increase awareness and visibility of Anishinaabemowin within the LTBB community and in governmental programs, as well as with the local communities and schools.
- Assist with Anishinaabemowin feature page in the Odawa Trails newsletter. Develop monthly progress reports to Tribal community to include in newsletter.
- Development and implementation of future language immersion events within LTBB community.
- Establish the language program as a resource for the LTBB community and governmental staff through use of the Tribal website, publications, and meetings with Tribal community groups.
- Pursue training related to Anishinaabemowin issues/topics as well as pertinent teaching methods and curriculum that would enhance language programs.
- Attend required meetings, provide information/leadership as appropriate, and participate in any work group or committee assignments.
- Maintain open communication with Unit Director on all aspects of the Gijigowi Department through regular verbal and written reports.
- Ensure Anishinaabe values and culture are integrated into all activities and services.
- All other duties as assigned.

EDUCATION AND EXPERIENCE:

Bachelor's Degree in Education or related field and two (2) years of experience working in a language program, or an Associate's Degree and four (4) years of experience in Anishinaabemowin instruction and/or program activities; candidate must have experience in working with Tribal communities, elders, and youth; participating in traditional cultural activities; leading, teaching, and/or educational administrative responsibilities (public speaking, research and report writing, and analyzing data for evaluation). Must have experience in curriculum development.

OTHER KNOWLEDGE, SKILLS AND ABILITIES:

- Must be actively pursuing fluency in Anishinaabemowin.
- Possess the ability to read, analyze and interpret curriculum materials, grant applications, educational literature, and governmental operations manuals.
- Ability to collect data, conduct written and verbal surveys, and interview individuals.
- Ability to read and write questionnaires, business correspondence, and effectively present information in a group setting.
- Show understanding, respect, and value of Odawa culture, establish positive relationships with staff and community, establish good rapport with Tribal elders, have working knowledge of Odawa language and have the ability to create innovative teaching methods, prioritize and plan

work activities, set goals and objectives, demonstrate accuracy and thoroughness, process feedback into improvement, develop new ideas.

- Ability to train and supervise assigned personnel.
- Must be able to maintain strict confidentiality according to tribal, state, and federal guidelines.
- Considerable knowledge and proven history of grant reporting and compliance.
- General proficiency in computers with emphasis on Microsoft Windows operating system, Word, Excel, Access, desktop publishing, website development tools, and technology based instructional programs is desired.
- Knowledge and understanding of Native American customs and traditions.

SUPERVISORY RESPONSIBILITIES:

The Language Director has supervisory duties over all departmental personnel. The Director will carry out supervisory responsibilities in accordance with LTBB's policies, procedures, and applicable laws. Responsibilities include interviewing, hiring, training department employees, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license, reliable transportation and be insurable by the Tribe's insurance carrier. Teaching certificate desired, but not required.

COMMENTS

Indian preference will apply. Position is contingent upon completing and passing a thorough background check.