

**The Confederated Tribes of the  
Grand Ronde Community of Oregon**

Job Title: Chinuk Language Apprentice                      Dept: Cultural Resources  
Reports to: K-5 Teacher Chinuk Wawa (K focus)          Grade: 05  
Average hours per week: 40                                      FLSA status: Non-exempt

**Job Summary**

To contribute to the Tribe's mission of preserving and perpetuating the cultural traditions of the Confederated Tribes of Grand Ronde through assisting Chinuk Wawa education in a Chinuk immersion classroom.

**Essential Functions**Language Proficiency:

1. Functions as Apprentice in a Master-Apprentice Program focused on Chinuk Wawa proficiency.
2. Develops a high level of proficiency with Chinuk Wawa.
3. Assists with creating new and creative ways to increase personal proficiency with Chinuk Wawa.
4. Develops personal literacy in written Chinuk Wawa.
5. Attends linguistics, teaching methods and curriculum development trainings.

Teacher Assistance:

1. Follows teacher's schedule and plans while providing group and individual assistance with daily program activities.
2. Assists in parent/student consultation as needed.
3. Supports teacher in administrative duties.
4. Supports cultural instruction on limited basis.
5. Assists in planning and preparation of activities.
6. Assists in keeping classroom facilities clean.
7. Observes and learns teaching methods of Chinuk Immersion classroom.
8. Provides a safe environment for students.
9. Assists in discipline problems promptly and according to policy.
10. Monitors children at all times; working with students and staff in classroom, playground and field trip supervision.

Communications:

1. Reports concerns and incidents to Teacher.
2. Encourages experimentation and socialization skills with children.
3. Responds to parent requests for information.
4. Provides frequent feedback and guidance using positive communication skills with all students.
5. Maintains a good working relationship with appropriate school personnel.

**Additional Functions**

1. Performs a variety of other duties as assigned by supervisor.

**Qualifications**

1. Requires a high school diploma or GED equivalency.
2. Requires a minimum of six (6) months of relevant work experience.
3. The incumbent will be required to obtain an American Indian Languages Teaching License as provided in Oregon SB 690 within two years of hire.
4. Demonstrable understanding of Chinuk Wawa preferred.
5. Must have the ability to work well with children and staff.
6. Must be dependable and demonstrate willingness to participate in additional training.
7. Must have a current First Aid / CPR certification or ability to obtain within 2 weeks of hire.

**Typical Physical Requirements and Environmental Conditions**Physical Requirements

1. Constantly requires the ability to receive detailed information through oral communication, and to make fine discrimination in sound.
2. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly.
3. Constantly requires working with fingers rather than the whole hand or arm.
4. Constantly requires repetitive movement of the wrists, hands, and/or arm.
5. Often requires walking or moving about to accomplish tasks.
6. Occasionally requires standing and/or sitting for sustained periods of time.
7. Occasionally requires ascending or descending stairs or ramps using feet and legs and/or hands and arms.
8. Occasionally requires raising objects from a lower to a higher position or moving objects horizontally.
9. Occasionally requires stooping which entails the use of the lower extremities and back muscles. Infrequently requires crouching.
10. Frequently involves sedentary work: exerting up to 10 pounds of force and/or a negligible amount of force to lift, carry, push, pull or otherwise move objects, including the human body.
11. Occasionally involves light work: exerting up to 20 pounds of force and/or up to 10 pounds of force and/or a negligible amount of force to move objects.

Environmental Conditions

The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions. The worker is constantly exposed to classroom and playground noise and activity.

**Attendance**

Complies with company attendance standards in order to fulfill the essential functions of the job.

**Safety**

Supports a safe work environment by performing all duties in accordance with Tribal safety policies and procedures. This includes, but is not limited to: reporting all incidents and accidents to your supervisor timely (within 24 hours); maintaining work areas in a safe and healthful manner; reporting and correcting any unsafe working conditions; operating vehicles in a safe and lawful manner while conducting Tribal business; providing input and assistance to reduce or eliminate workplace hazards; actively supporting ongoing safety efforts, including recommendations of the safety committee.

Due to the nature of interactions with other employees and the public we serve, employees may be required to provide documentation of, or receive, certain health vaccinations.

**Travel Requirements**

Local travel is occasionally required. Travel outside of the state is infrequently required.

**Drivers License & Insurance Requirement**

Maintains a valid Oregon driver's license or obtains one upon hire; qualifies for the Tribe's vehicle insurance; and, provides proof of personal vehicle insurance.

**Background Check**

Candidates for this position may be subject to criminal, credit and character background checks and fingerprinting

**Disclaimer**

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.