

Job Announcement

Position Title: Ojibwe Language Program Director

Location: Education, Ojibwe Language Program

Reports to: Executive Director of Education or designee

Compensation Range: \$56,000-\$84,000

Opening Date: October 4, 2024

Closing Date: October 22, 2024

***** Any individual who receives an offer of employment or will receive a payroll check are required to submit to a drug and alcohol test as a condition of obtaining employment. ***
Mille Lacs Band Member/American Indian preference applies**

SUMMARY:

The Ojibwe Language Program Director is responsible for defining, implementing and assessing the Ojibwe Language Program Standards for Nay Ah Shing School and Mille Lacs Early Education.

QUALIFICATIONS:

- Knowledgeable in the Ojibwe Language and Mille Lacs traditional teachings.
- Master's degree in Education or related field.
- Five (5) to nine (9) years' experience in Ojibwe Culture and Language required.
- Experience directing a language program and supervisory experience required.
- Willingness to maintain a high level of competence, exercise discreet judgment and honor confidentiality.
- Loves children, can whole-heartedly engage in working with and for them.
- Understands the relationship of the Ojibwe Language Program to the Millie Lacs Community and values and supports the mission of both.
- Excellent written and oral communication skills.
- Project an image of professionalism and maintain a positive attitude.
- Ability to work with the diverse constituencies of Nay Ah Shing Schools.
- Must have driver's license and be insurable under the Mille Lacs Band Drivers Insurance Policy.
- Must have a current valid driver's license.
- Must be insurable under the Mille Lacs Band Automobile Insurance policy.
- Must pass a background check.
- Must pass a pre-employment drug & alcohol test.
- First Aid / CPR certified.
- Mille Lacs Band Member/American Indian Preference does apply.
- Background investigation required that shows no theft or fraud above a misdemeanor, no felony drug conviction and no sexual or crimes-against-a-person conviction at any level.
- *A staff person with direct contact with or access to children in care must disclose the arrest, conviction, and applicant background information if that staff person:*
 - (a) *has a conviction of, has admitted to, has an adjudication of delinquency for, has been charged and is awaiting trial for, or a preponderance of the evidence indicates the person has committed:*
 - 1) *a crime against a child;*
 - 2) *an act of physical or sexual abuse;*
 - 3) *neglect;*
 - 4) *a felony;*
 - 5) *the same or similar crimes as those in this subsection listed in the laws of another state or of the United States or of any Tribal law;*
 - (b) *has a conviction of, has admitted to, has an adjudication of delinquency for, has been charged and is awaiting trial for, or a preponderance of the evidence indicates the person has committed any misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or*

offenses committed against children. The Licensing Committee may evaluate the nature and time of a misdemeanor assault charge as well as other types of misdemeanor crimes not specified in this section to determine whether employment is appropriate.

8 MLBSA § 1212(a-b).

DUTIES AND RESPONSIBILITIES

- Supervises Ojibwe Language Staff, leads staff meetings, attends Elder Advisory Board meetings, provide schedules, work direction, performance appraisals and training as needed.
- Monitors program budgets to ensure proper funding, including submission of purchase orders, check requests, and service contracts.
- Defines, develops, implements, and evaluates Ojibwe Language curriculum for the Nay Ah Shing School (Early Education through 12th grade), including accommodations for students on individualized educational plans.
- Works with Ojibwe Language teachers and speakers to integrate Ojibwe Language throughout the schools.
- Assists in understanding of Language performance standards and their application in the classroom.
- Coordinates with teachers to incorporate applicable cultural concepts into curriculum.
- Observes classrooms, models teaching and coaches teachers and speakers.
- Performs program self-assessment, updating program goals and objectives as needed.
- Participates in orientation, mentoring of new faculty, and prepares training session for in-service.
- Other duties as assigned.

WORKING CONDITIONS:

- Work hours are 40 hours a week.
- There is little stress.
- Work environment is both indoors and outdoors (activity may include pow wows and harvesting).
- There is little threat of exposure to personal danger (operating sewing machine or other crafting/harvesting tools).
- Travel is required for training purposes / out of state travel is limited.

Submit resume, cover letter, and employment application to:

Mille Lacs Band of Ojibwe

Employment Coordinator

43408 Oodena Dr.

Onamia, MN 56359

Fax # (320) 532-7492

e-mail to hr@millelacsband.com