



## Smith River Rancheria Position Description

**Title:** Language Specialist I  
**Class:** Skilled  
Exempt  
**Status:** Full Time  
(\$16.42)  
**Supervisor:** Culture Director  
None  
**Effective Date:**

**Department:** (08) Culture  
**FLSA:** Non-  
**Pay Grade:** IV (\$11.64-  
**Subordinates:**

### **Position Summary:**

The Language Specialist I will become proficient with written and verbal Tolowa communication by using creative methods to promote language fluency. The specialist will attend linguistically diverse settings, meetings, and gatherings. The specialist will learn effective teaching methods and participate in curriculum development. The primary duties will be the transcription and transliteration of the collected data from previous and current audio data collected. The specialist will function as an apprentice in the Master-Apprentice Program (MAP) and assist in tasks for daily department activities while providing group and individual assistance with language promotion and usage.

The specialist will also perform skilled abilities with Tolowa Dee-ni' cultural events and activities that promote, sustain, and implement the Tolowa Dee-ni' language, heritage, and values.

**Duties and Responsibilities:** include the following. Other duties may be assigned.

- Communicate and commit to the vision of the Dee-ni' Wee-ya' Department to tribal community members and interested stakeholders within the Native Language Community.
- Transcribe and transliterate current and previously gathered audio data for community access and proper archiving requirements.
- Record and develop lessons with our current Tolowa Dee-ni' speakers for current and future use by all tribal members and Tolowa Dee-ni' wee-ya' stakeholders.
- Assist in the development of formats, curricula, and lessons for MAP, Tribal Head Starts, other targeted age groups and other areas as identified.
- Provide competence in the Tolowa Dee-ni' language, culture, and heritage. Will participate in the Dee-ni' Wee-ya' committee and all cultural specific functions that support the program and vision of the Tribe.
- Must be competent or have the ability in using Linguistics' Shoebox, Sony Soundforge and other language and linguistical tools.
- Provide frequent feedback and participation in project development using positive and professional communication skills with all staff, community members, students,

- elders, and community partners.
- Participate as a learner (apprentice) in the Master-Apprentice Program (MAP).
- Increase Tolowa language use and knowledge in chronological sequences measured by our Tolowa Indian Language Benchmarks (TILB).
  
- Have proficient Tolowa Dee-ni' understanding, knowledge and experience of Tolowa language, culture and customs and be able to communicate Tolowa Dee-ni' values, heritage and language.
- Use the approved language formats, curricula, formulas, and direction as provided the Language Department of Smith River Rancheria.
- Must be willing to work a flexible schedule, work with diversified groups, and be willing to participate in additional training.
- Assist in all public and cultural events.
- Must have specific and skilled Tolowa Dee-ni' knowledge.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

### **Minimum Qualifications:**

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires a high school diploma or equivalent (GED),
- Minimum of six (6) months of related experience or an equivalent combination of education and experience.
- Proficiency in Microsoft, Word, Excel, and Power point programs preferred.
- Must work towards an Eminence Teaching Credential within three (3) years of hire.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian preference applies

### **Language Skills:**

Ability to understand, write and be a level one beginning speaker of Tolowa Dee-ni' language. Ability to read, analyze, and interpret general business periodicals, professional journals, technical manuals, and government regulations. Ability to write reports, business correspondence, and procedure manuals, ability to effectively present information and respond to questions from groups of managers, clients and the general public.

### **Mathematical Skills:**

Ability to work with mathematical concept such as probability and statistical inference, ability to apply concepts such as fractions, percentages, ratios, and proportions.

### **Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete

variables in standardized situations.

**Certificates, Licenses, Registrations:**

- Must poses and maintain a valid, State-issued driver’s license, submit a Department of Motor vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit use hands to finger, handle or feel. The employee is frequently required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/ move 25 pounds.

**Vision Requirements:**

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

**Work Environment:**

The noise level in the work environment is usually moderate, (examples: business office with computers and printer light traffic).

**Employee’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

