

Language Apprentice Job Description

PURPOSE

The Tlingit Language Apprentice is responsible for assisting staff in the operation of the Tricky Raven Tlingit Language Initiative, including but not limited to resource development, lesson planning, implementing curriculum, classroom management, and working directly with fluent speakers and elders as well as Language and Cultural Department staff.

ESSENTIAL FUNCTIONS

- Research and gather language for Tlingit language resource development.
- Assist and support staff in curriculum development, lesson planning, classroom management, and hosting family events.
- Prepare and create materials for lesson plans.
- Develop Tlingit language early readers.
- Provide transportation for students and families for class field trips and events.
- Provide administrative support for staff and classroom.
- Work directly with fluent speakers and elders.
- Create and maintain partnerships with private and public sectors.
- Create and maintain both paper and computerized file management systems.
- Maintain strict confidentiality.
- Other duties as assigned.

NECESSARY SKILLS AND KNOWLEDGE

- Bachelor's degree with a focus on Tlingit Language, or equivalent experience.
- Teaching and mentoring experience with a variety of age groups.
- Knowledge, principles and theories in the field and ability to apply in situations of moderate complexity.
- Excellent written, oral, persuasive, and interpersonal communication skills.
- Excellent computer skills including but not limited to the MS Office and databases.
- Ability to work independently with little supervision.

BENEFITS

- \$21/hour with annual COLA increase each January, half-time or full-time depending on applicant's preference
- 401(k) retirement match
- One-on-one immersion language with elder mentor Marsha Hotch.

GOAL

The position is currently funded for three years. Our goal is that in these three years, working with Marsha Hotch and assisting in family immersion courses held three times each week, the apprentice gradually gains the skills to become a Tlingit Language teacher for all levels of Tlingit language learners.

CONTACT

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