

YUOK TRIBE-JOB DESCRIPTION
Cultural Instructional Coordinator

Job Title:	Cultural Instructional Coordinator				
Job Grade:	8/9	FLSA Status:	Non-Exempt	Location:	Klamath/Crescent City
Department:	Education-Promise Program		Division:	NER-GERY 'Oohl', Helping Yurok People - Health & Human Services	
Reports To:	Education Director				
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE					
Salary Range:	\$24.88-\$32.47/\$27.23-\$35.53				

POSITION SUMMARY:

Incumbent is under the general supervision of the Education Director. Incumbent is responsible for planning and implementing direct support services or cultural instructional guidance to local K-12 teachers in the public schools. The instructional Coordinator will work to make the K-12 lessons align with Yurok culture and history. Yurok cultural learning will be infused into K-12 lessons to meet state standards throughout the K-12 grades. Lessons will be in English-language arts, science, math, history and all other subjects. Incumbent will work closely with the Yurok Cultural Resources Department and Culture Committee to ensure the integrity of Cultural and Historical Information is maintained.

DUTIES AND RESPONSIBILITIES:

1. Provides direct support to teachers on lessons on Yurok history and culture.
2. Provides direct support to teachers on lessons on Yurok history and culture that fits into the state standard pre-K to grade 12 curriculums.
3. Provides direct support to teachers on lessons on Yurok language.
4. Provides culturally appropriate lessons in language-arts, history, math, art, music, science to K-12 local teachers.
5. Provides direct support to teachers on lessons on Yurok history and culture by bringing in guest speakers from the local community.
6. Supports cultural heritage, tribal traditions, and native language acquisition within the K-12 public schools.
7. Assists in the preparation of program reports, records, and grant applications.
8. Coordinates or assist in teacher professional development training on integration of Yurok culture into lesson plans.
9. Keep in direct communication and obtain approval of Cultural materials from the Cultural Resources Department
10. Work closely with the Yurok Tribe's Culture Committee
11. Other duties as may be required to meet the needs of the program.

SUPERVISORY RESPONSIBILITIES:

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May supervise a variety of paid and volunteer staff including community members, cultural consultants, student workers, etc.

DESIRABLE QUALIFICATIONS:

1. Bachelor of Arts/Science Degree in Education, or related field.
2. Possess a valid California K-12 teaching credential or language teaching credential

MINIMUM QUALIFICATIONS:

- Experience working within a Native American community.
- Knowledge of history, culture and traditions of Native American Tribes of Northwest California particularly the Yurok Tribe.
- Experience in computer word processing.
- Possess effective interpersonal and leadership skills.
- Possess well-developed verbal and written communication skills and abilities.
- Possess well-developed organizational skills.
- Possess ability to work under conditions of minimum supervision.
- Demonstrated ability to work with supervisor, coworkers, families and community organizations.

EDUCATION/EXPERIENCE:

G-8: Bachelor's degree from an accredited college and one year of teaching experience.

G-9: Bachelor's degree from an accredited college and two or more years of teaching experience

Progressively responsible work experience in a similar occupation may be substituted for the educational requirement (two years of full-time experience equals to one year of college).

CONDITIONS OF EMPLOYMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- All reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.
- All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
- Applicant must complete a fingerprint background and shall not be considered a permanent employee until check is completed.
- Must provide documentation of a pre-employment and annual health screen, including TB screen, and documentation of immunization or immunity for all currently recommended childhood immunizations including Hep-B series. Missing required immunizations must be

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completed within six months of hire showing that the employee is free of communicable diseases and is physically capable of doing the job.

- When necessary, must be able to lift 25 to 50 pounds.
- Must provide (within thirty days) documentation of current certification in Infant & Child, Pediatric, Community, or Universal First Aid and CPR. Must maintain valid First Aid and CPR cards during duration of employment.
- Must abide by the Child Care Policies and Procedures including maintaining strict confidentiality of child and family information according to the Yurok Tribe's Confidentiality Policy.
- Must possess a valid California driver's license and be insurable under the Yurok Tribe's auto insurance.
- Must attend annual Child Care training sessions.
- **THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630 ; 25 CODE of FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES**
- LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
- PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand, and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.
- VISION REQUIREMENTS:
 - Close vision (clear vision at 20 inches or less).
 - Color vision (ability to identify and distinguish colors).
 - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
 - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

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Employee Signature

Date

Employee #

Supervisor Signature

Date