

# Position Description



**TITLE: SALISH LANGUAGE APPENTICE/  
ASSOCIATE INSTRUCTOR**

## **FACTOR 1 – GENERAL DESCRIPTION OF WORK**

Nk'usm strives to be a Salish speaking environment; in all activities employee will communicate increasingly in Salish as much as possible. The Associate Instructor position is a full working level position directing and performing activities at Nk'usm. The Associate Instructor is responsible for conducting activities in a professional manner including but not limited to: being punctual; timely completing tasks; professionally articulating plans and ideas; ensuring the preservation of open communication; and creating a safe, friendly and productive work environment for others. The work includes, but is not limited to the following duties:

### **JOB GOAL:**

The Associate Instructor position is a long-term foundational job to sustain and increase Salish language learning at Nk'usm and in the community. Initially the Associate Instructor will assist in the development and refinement of the Salish Language Learning Program. Another goal is to dramatically increase Salish language fluency by participating in the Program. The employee is expected to successfully complete the learning objectives of the Program within the time allotted. Once a minimal level of fluency has been attained the employee will shift to instructor of the developed Program curriculum. The employee will establish personal learning and study goals and be accountable for ensuring they are met; devote as much time as possible to studying and practicing Salish language use at school and at home; come to work fully prepared to learn and participate in activities; and maintain a positive attitude and an open mind to increase reception to learning.

### **PERFORMANCE RESPONSIBILITIES:**

1. Assist in the development of the intensive Salish Language Learning Program
  - a. Assist the development of course curriculum lessons and activities
  - b. Assemble and align course content
  - c. Create and prepare teacher and student learning aids
  - d. Edit, modify, and refine lessons and activities as necessary
  - e. Pilot lessons, activities and course content
  - f. Evaluative lessons, activities and course content
  - g. Create hard copy educational materials for Salish Language instructor use
2. Attend and participate in learning activities
  - a. Prepare and submit evaluations
  - b. Improve Salish language listening and speaking vocabularies
  - c. Create, maintain and review a journal of learning progress.

- d. Prepare for and lead Collaborative Workgroup sessions as scheduled
- e. Participate in scheduled workshops
- 3. Teach course lessons and activities
  - a. Ensure students are progressing at an appropriated rate
  - b. Perform regular assessments to gauge and record language growth
  - c. Self-evaluate instruction
  - d. Provide students feedback on learning progress
  - e. Refine lessons, activities and course content
  - f. Create and implement classroom language lessons
- 4. Collaborate with other language programs on materials development and implementation

**FACTOR 2 – QUALIFICATIONS**

- 1. Commitment to successfully complete the Salish Language Learning Program
- 2. Long-term commitment to provide Salish instruction
- 3. 4 year education degree preferred
- 4. Familiarity with Salish Language
- 5. Practical experience working in the field of education preferred
- 6. Experience in curriculum development preferred
- 7. Background in second language acquisition or willingness to learn
- 8. Background in immersion instructional methodology preferred
- 9. Knowledge of relevant computer applications
- 10. Must have good interpersonal skills
- 11. Ability to apply common sense understanding to carry out detailed written or oral instructions.
- 12. Have ability to organize and maintain records relating to curriculum development

**FACTOR 3 – DIRECTION RECEIVED**

The position functions under the general supervision of the Executive Director. The position will have specific schedules and task as outline by the curriculum. The School Director may occasionally establish other priorities and objectives. See attached organizational chart.

**FACTOR 4 – SUPERVISION EXERCISED**

The incumbent exercises partial supervision over Learning Specialist as related to instruction.

**FACTOR 5 – WORKING RELATIONSHIPS**

Relations are with students, Nk<sup>w</sup>usm staff, volunteers, Elders, and the general public for the purpose of giving specific information and direction.

**FACTOR 6 – WORKING CONDITIONS**

The Associate Instructor functions in a standard school environment with normal effort required. Incumbent will be expected to attend and participate in Institute activities and functions.

**FACTOR 7 – EVALUATION**

Securing a new contract will be based in part on evaluations. Evaluations will be conducted by the Executive Director. Evaluations will be based on the appraisal

and audit of activities in Factor 1 and the achievement or progress toward established short- and long-term goals. Continued employment, evaluated quarterly, will be heavily based on the performance of activities outlined in the Supplement Pay schedules.

By signing, I acknowledge and agree with this description of my work here at Nk<sup>w</sup>usm.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_