

Chickadee Lodge - Apsaalooke Language Immersion School**

Second Grade Teacher Position Description

Announcement date: July 30, 2019

Application Deadline: August 12, 2019

Responsible for fostering the intellectual and social development of children in the primary school phase of their elementary school experience, --- **Second Grade**. Provides the tools and the environment for students to develop in their educational journey. The education of the Second Grade children will be carried out in the Apsaalooke or Crow Indian language as the medium of instruction. Further the content and context of the curriculum will be highly informed in the Crow Indian culture, knowledge and belief ways.

Primary responsibilities:

- **Teach children in a self-contained classroom** at the Chickadee Lodge Apsaalooke Language Immersion School, located in the Crow Agency Elementary School, at the Second grade level.
 - Use games, music, artwork, films, books, computers, and other tools to teach basic knowledge in the Crow language.
 - Use play and hands-on teaching in the Second grade curriculum.
 - Teach letter recognition, phonics, numbers, and awareness of nature and science.
 - Introduce children to mathematics, language, science, and social studies.
 - Plan, evaluate, and assign Second grade lessons.
 - Create projects designed to enhance topic presentations.
 - Utilize various curriculum resources, particularly those developed for Crow language immersion from the public and private schools serving the Crow Indian children.
 - Utilize the Little Big Horn College and Crow Agency Elementary School public library resources, especially those culture and language resources.
 - Utilize curricula that reflect the diverse educational, cultural, and linguistic backgrounds of the Crow Indian/Apsaalooke children/students served.
 - Create lesson plans weekly that focus on the Crow Indian culture, history and seasons, throughout the academic year.
 - Establish and communicate clear objectives for all learning activities.
- **Measure Student Progress.** Prepare and distribute required reports on student achievement, to communicate student progress to engage the parents and caregivers in their child's education and to the Crow Elementary School administration.
 - Prepare, administer, and grade tests, listen to oral presentations, and maintain classroom discipline.
 - Maintain grade books.
 - Grade papers and perform other administrative duties as needed.
 - Integrate Montana grade level standards, competencies, goals, and objectives into lesson plans.

- Observe and evaluate student's performance, using professional assessment tools, including those developed for the measure of Crow language acquisition appropriate to grade level.]
- Issue Report Cards each quarter, and achievement awards as appropriate.
- **Manage Second grade student learning** uniquely suited to the Crow Indian children in families and respecting their learning abilities.
 - Tutor students on an individual basis, to address their unique learning abilities and challenges.
 - Manage student behavior in the classroom based on principles of respect, cooperation and empathy, and by invoking appropriate classroom management procedures in practice at the Crow Agency Elementary School.
 - Develop incentives to keep Parents of the Second Grade Children as full participants in the learning process.
- **Develop professional relationships** with other Crow language immersion teachers and in other schools on the Crow Indian Reservation.
 - Work with Crow language and culture teachers on the Crow Reservation to ensure Crow language curriculum initiatives are benefiting the Crow Indian Second grade students.
 - Read and stay abreast of current topics in education.
 - Be evaluated by the project principal and Crow Agency Elementary School principal for effective teaching methods and classroom management procedures.
 - Attend the Crow Summer Institute to expand Crow literacy skills, Crow language teaching methods and in-depth Crow language knowledge.
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Qualifications:

1. Current Montana Teacher Certification **and** a Class 7 Certification in the Crow language at the primary grades level.
2. Positive Background check.
3. **Fluency and literacy** in the Apsaalooke language, no exceptions.
4. Three or more years of experience instructing in Crow language and culture at the pre-school, Second Grade or related grade level.
5. Residence within a reasonable commuting distance from the greater Crow Agency area.

Supervision: The Apsaalooke Language Immersion Second Grade Teacher is supervised by the Chickadee School Principal and the Principal of the Crow Agency Elementary School.

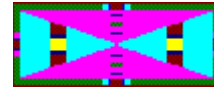
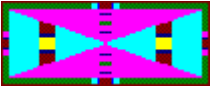
Term of employment: August 15 2019 to June 03, 2020; for one academic year with professional development and in-service time during the summer session 2020 through June 30, 2020.

Salary: Base of \$30,000 for a 9 month contract, depending on the level of experience and education with 18% fringe benefits. This position is supported by a federal grant – The Esther Martinez Native American Language Initiative, the Administration for Native Americans, Office of Children and Families, U.S. Department of Health and Human Services in Washington, D. C.

Application: Submit a letter of application, transcript, current resume, and three letters of reference, to Robin Vallie, LBHC Human Resources Director. Phone: 406-638-3148

Questions? Contact Janine Pease, D.Ed., Chickadee Lodge Principal Investigator 406-638-3149, peasej@lbhc.edu, Frederica Lefthand, Project Director and LBHC Dean of Academics 406-638-3131 lefthandf@lbhc.edu; and Shaleen Old Coyote, Administrative Dean, 406-638-3110, oldcoyotes@lbhc.edu.

****The LBHC Chickadee Lodge – Apsaalooke Language Immersion School is funded by the Department of Health and Human Services, Administration for Native Americans, Esther Martinez Language Preservation and Maintenance Initiative, FY 2018-2020, and by Little Big Horn College.**



Little Big Horn College
 PO Box 370
 8645 South Weaver Drive
 Crow Agency, MT 59022
 PH: (406) 638-3100 FAX 638-3169

Applications are available at the Little Big Horn College Website: www.lbhc.edu or from Melodee Reed, reception office is located at the LBHC Front Office (Administration/Library Building) or we can e-mail a copy if requested. My e-mail is: vallier@lbhc.edu 406-638-3148

All applicants will need to provide the following information to complete their application.

Date: _____

Check List (Position Applied for): _____

Applicant's Name: _____

_____ Letter of application/signed (cover letter)

_____ Current resume

_____ Transcript (original or copy)

_____ High school Diploma/GED

_____ College

_____ Three letters of Reference

_____ Complete the required KSA's (Knowledge, Skills and Abilities)

_____ Indian Preference Form

_____ Consent to Release of Information Form

_____ Drug Free workplace Form

_____ Complete _____ Incomplete

_____ Date Submitted

Robin Vallie
 Human Resources Director (406) 638-3148

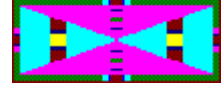
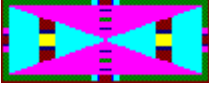
Accredited by Northwest Commission on Colleges and Universities

Little Big Horn College
Knowledge, Skills, and Abilities

Position: Second Grade Crow Language Teacher

Each question is worth 10 Points each. Please answer each question as this will be a part of the overall assessment in selecting candidates.

1. This position requires excellent organizational skills for record keeping and the ability to prioritize work. Describe your knowledge of teaching the Crow Language in a classroom setting.
2. This position requires commitment, attention to detail, independent work and self-direction. Describe your experiences working on your own and give examples of how you set and achieve goals and ensure attention to detail all relating to Crow culture and Crow Language.
3. Little Big Horn college is committed to preserving and promoting the Crow tribal culture, which is reflected in the organizational/institutional environment, student activities, and academic curriculum. Further, the majority of collaboration would be primarily with Crow students, including students who are native Crow language speakers. How would you go about measuring student progress through reports on student achievement, and communicate that progress to parents and school administrators?
4. How would you go about managing second grade student learning to the Crow Indian children in families and respecting their learning abilities?
5. Do you have any other skills, abilities or experience you think would be relevant to this position, which you haven't already described?



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Consent to Release of Information

I authorize any duly accredited representative of Little Big Horn College to verify any information I have listed on my resume with respect to previous employers, educational institutions, and character/personal references.

I understand that this authorization **does not include** the release of information from any lending institutions, medical institutions, hospitals, or health care professionals.

I further authorize any duly accredited representative of Little Big Horn College to request criminal record information about me from criminal justice agencies and the Department of Motor Vehicles for the sole purpose of determining my eligibility for the position of which I am applying.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is validated for initial period of not more than three months from the date signed and shall be limited to the sole purpose of obtaining information from the date signed and shall be limited to the sole purpose of obtaining information for the position of which I am applying.

Signature

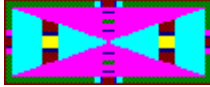
Date

Other Names Used

Social Security Number

Current Mailing Address

Home Telephone Number



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Drug Free Workplace Policy

Little Big Horn College hereby notifies all employees/students that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the premises and within the boundaries of Little Big Horn College.

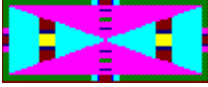
All employees/students are further notified that as a condition of employment/college enrollment you are required to abide by this policy.

Any employee/student convicted of any criminal statute occurring in the workplace shall be subject to termination by Little Big Horn College.

I, _____, have been given a copy of the Little Big Horn College Drug Free Workplace policy and understand the policy, conditions of employment/enrollment and penalties of said policy. I will abide by the terms of the Drug-free Workplace Policy and will notify Little Big Horn College of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. I am aware of available drug/alcohol counseling, rehabilitation, and employee/student assistance programs available in my community.

Employee Name

Date



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INDIAN PREFERENCE

This position allows additional points to be given to the following Indian preference categories:

First Priority: Crow Tribal member.

Second Priority: Federally recognized tribal member legally married to a Crow Tribal member.

Third Priority: Any other outside federally recognized tribal member.

If you are claiming preference for any of the categories above, documentation must be provided for each priority:

First Priority: Must provide proof of enrollment.

Second Priority: Must provide proof of you and your spouse's enrollment.

Third Priority: Must provide proof of enrollment.

Please check one:

_____ Crow Tribal Member.

_____ Federally recognized tribal member legally married to a Crow Tribal Member.

_____ Any Other Outside Federally Recognized Tribal Member