



Kitselas First Nation
JOB DESCRIPTION
JOB POSTING

A. IDENTIFICATION

Job Title: Language Instructor	Department: Community Services and Education
Reporting to: Director of Community Services and Education	Employment Status: Full-time
Date: till filled	

B. PURPOSE:

The Language Instructor will be working under the Director of Community Services & Education. The Language Instructor will be responsible for creating and developing Language Instruction materials, resources, recordings, work with Elders Language Advisors, provide support to other departments delivering language or culture content, signage, involved in all stages of Kitselas language revitalization, & instructing language & culture, and data management of work carried out. Work to begin as soon as possible.

C. MAIN DUTIES AND RESPONSIBILITIES

- Work with the guidance of an elder advisor in developing the Kitselas Sm'algyax language and culture program
- Work with an Elder advisor and other staff in delivery of classes and cultural activities
- Ability to work with all age groups
- Plan and create resource materials
- Curriculum Development for language & culture programs
- Post Language signage in visible locations within Administration areas
- Maintain language program data, files, and activities
- Assist in obtaining the necessary supplies, equipment and resources to facilitate language-based functions for Kitselas purposes
- Serve as a resource
- Ensure services are delivered with excellence and adhere to the Band's policies and procedures
- Prepare courses for presentation to students; Lead the teaching in all categories including student/participant lessons, discussions, audio-visual presentations
- Develop course materials and curriculum content; Evaluate the progress of students and discuss progress results with student
- Provide detailed reports to supervisor for the development of language reports to funders, for use in community newsletter, and Director reports to Senior Administrator & Chief and Council
- Participate in staff meetings, language conferences and language teacher training/workshops
- Communicate and coordinate with adult school teacher regarding student needs and student progress

- Maintain student records
- Ensure the orderliness of equipment and recording room
- Perform additional duties as required

D. EDUCATION AND EXPERIENCE

- Minimum Grade 12 or equivalent with Instructor certificate or equivalent, or demonstrated experience
- Willing to participate in Professional Development training to upgrade or enhance existing education or experience in this field
- Fluency or semi-fluency in Sm'algayax, or willingness to learn
- Commit to language education and development
- Training in cultural teaching techniques – personal or other
- Courses or training in indigenous language and/or language revitalization a plus
- Experience instructing groups for the purpose of learning, research, planning and preparing instruction material, or experience in similar program
- An understanding of Kitselas history, culture, traditions, ceremonies, principles and values of the Kitselas People
- Previous experience working in a First Nations community and/or organization, or with First Nations

E. SKILLS AND ABILITIES

- Excellent verbal, reading and writing communication skills
- Ability to work flexible hours
- Ability to work with Elders, peers and various department staff (Kitselas has 7 individual Administration departments delivering various programs)
- Problem solving skills
- Critical thinking skills
- Ability to use significant use of memory
- Proficient in Word and Excel
- Flexible, committed and enthusiastic
- Team player
- A strong commitment to positive and consistent engagement in a cross-cultural setting and an ability to work closely with students, elder advisors, and administrative and education personnel.

F. ADDITIONAL REQUIREMENTS

- Valid BC Drivers' license
- Criminal Record Check

HOW TO APPLY

Interested applicants should apply with a resume and cover letter to the attention of the Director of

Community Services. Please reference "Language Instructor" and indicate clearly in your cover letter how your experience and qualifications meet the requirements of the position.

Attn: Debbie Moore

Kitselas First Nation

Tel: (250) 635-5084 ext.4090

Fax: (250) 635-5335

Email: jobopportunities@kitselas.com