***VACANCY ANNOUNCEMENT***

Position: Cheyenne Lead Apprentice/Master Teacher

Program: Language

Location for Cheyenne Lead Apprentice: Cheyenne and Arapaho service area, including Clinton, Concho, El Reno, Geary, Hammon, Seiling, Weatherford

Location for Cheyenne Lead Apprentice: Concho

Issue Date: December 2, 2022

Closing Date: Until Filled

Summary: The Lead Apprentice/Master Teacher will work fulltime in the Master-Apprentice, Teacher Prep Program. The goal of the project is to create conversationally fluent young speakers and to create a positive cultural environment for language learning to occur. The Master Teacher will be responsible for training the teachers that have completed the Master-Apprentice Program. The Lead Apprentice/Master Teacher must demonstrate a commitment to learning the Cheyenne language in his/her personal life as well as professional life and must be able to serve as a role model for other language learners.

Description of Duties:

- Speak only Cheyenne during the allotted immersion session, no English.
- Plan and facilitate activities for immersion sessions, based on a project-specific template.
- Attend all immersion sessions on time and prepared to learn; 4-hrs per day, 5 days a week.
- Study independently approximately 10 hours per week.
- Maintain Cheyenne print and electronic resources for independent study.
- Mentor Junior Apprentices in language learning and teaching, as needed.
- Design oral tests on a quarterly basis to measure language growth.
- Record a brief weekly video in Cheyenne outside of the immersion sessions and post it to all social Medias.
- Attend a 5-day immersion session in Montana.
- Be a lead teacher for community classes, virtual classes and afterschool programs
- Lead the Junior Cheyenne Apprentices to learn Cheyenne.
- Monitor and document the new apprentices learning progress.
- Create language modules for new apprentices.
- Responsible for keeping the new apprentices on track.
- Responsible for managing new apprentices.
• Responsible for training teacher candidates classroom management, lesson planning, activities and teaching methods
• Responsible for training teacher candidates to be certified language teachers
• Other duties assigned

Qualifications Required:
• High School Diploma or GED
• Experience learning Cheyenne, Arapaho, or another foreign language.
• Experience teaching or leading a group of people.
• Ability to use language-related technology, such as recording devices, video conferencing tools, and electronic dictionaries.
• Ability to track data and monitor progress using simple spreadsheets.
• Ability to work on a flexible schedule according to the availability of Master Speakers.
• Ability to work with children, adult learners, and elders.
• Excellent communication and interpersonal skills.
• Must be able to pass a background check.
• Must have valid driver’s license and provide a copy driving record from DMV.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma
Personnel Department
P.O. Box 167
Concho, OK 73022
Or e-mail: atisdale@cheyenneandarapaho-nsn.gov
Office (405) 422-7498
Fax (405) 422-8222
Toll Free 1 (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov