

# Sisseton-Wahpeton Oyate

## Job Description

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**Job Title:** Dakota Language Curriculum Development Specialist & Community Outreach Teacher

**Reports to:** Dakota Language Institute (DLI) Program Manager

**Summary:** Develop Dakota Language Classes for the community & Curriculum with DLI recordings

### Duties and Responsibilities:

- Create an inventory of DLI recordings and categorize them.
- Develop Dakota Language Curriculum with DLI recordings for SWO programs and schools to have access to inside the DLI website.
- Lead/Assist Tuesday elder sessions.
- Assisting the Program Manager, in the recording video and audio of Treasured Elders.
- Create Dakota Language Classes 1, 2, & 3 for all ages and family specific learning to occur.
- Create Dakota Language Classes specifically for parents of the Tribal Schools immersion classes. (Pre-recorded for parents to have access to at home and in person)
- Assist the Director and Graphic Designer in developing DLI merchandise.
- Assist the Director and Graphic Designer in developing new posters.
- Co-Manage the online store in the DLI website. Receiving orders and Mailing.
- Assist the publishing side of the program with bulk orders. Responsibilities could and may include: editing, printing, boxing, stapling, binding.
- Proofread, edit, select, and correct all content and illustrations, submitted for printing.
- Assist the Program Manager in any other duties assigned.

### Education and Qualification Requirements:

- Dakota Language Teaching Certificate or be willing to work on acquiring it.
- Must have experience in teaching the Dakota Language.
- Proficient in the Dakota Language.
- Must have computer skills in Microsoft word, excel, publisher. Knowledgeable in internet applications is a plus.
- Good written and oral communications skills, and the ability to multi-task.
- Experience at working both independently and in a team-oriented, collaborative environment is essential.
- Ability to learn and process all SWO Publishing equipment.
- Ability to work in a team environment.

INDIAN PREFERENCE WILL BE OBSERVED.

Approved \_\_\_\_\_ Date \_\_\_\_\_