



BIG PINE PAIUTE TRIBE OF THE OWENS VALLEY

Big Pine Indian Reservation

JOB DESCRIPTION

Cultural/Language Arts Coordinator

SALARY:	\$14 - \$17 Hr. DOQ
STATUS:	Full-Time, 32 hours per week w/Benefits
QUALIFICATIONS:	High School Diploma or GED Must have Valid Driver's License Must be an Insurable Driver Able to pass Background Check Must obtain CPR and First Aid Certification At least 3 years of experience in cultural activity instruction
SUPERVISOR:	BPIEC Director

Description:

Under the direction of the BPIE Director, the Cultural Coordinator will work directly with BPIEC enrolled students and families; and will assist and work cooperatively with the Director in planning and implementing all Cultural programs and activities for BPIEC students and families. The Cultural Coordinator is expected to be a good role model to students and families.

Duties:

1. Overall planning and implementation of Multi-Cultural components to include (but not limited to): instruction, presentations, guest speakers, traditional values, traditional skills, traditional arts, healthy lifestyle, cultural enrichment and academic enrichment (for identified students).
2. Cultural programming to include daily workshops for the After-School & Evening Programs, 2 family workshops per week, and special events throughout the year.
3. Work closely with BPUSD English and History teachers on student progress and assignments. An average of 3 hours per day in various classrooms.
4. Provide monthly reports on Cultural programming including survey and data collection.
5. Provide an End of Year Report aggregating data, assessing objectives, and setting new goals for the year.
6. Facilitate/coordinate a Paiute Language program.
7. Working as part of the overall BPIEC staffing team to accomplish goals of the Afternoon and Evening Tutoring Programs.
8. Must be willing to fill in spare time with assisting Education Director in other BPIEC activities such as chaperoning group activities and driving van for field trips and other excursions.
9. Based on program needs and available grant money, this position may become 40 hours per week..
10. Other duties as assigned by Supervisor