

Santee Sioux Nation

OFFICE OF HUMAN RESOURCES
SIDNEY A. TUTTLE, SR. HRD

Chairman: Alonzo Denney
Vice-Chairman: Kameron Runnels
Treasurer: David Henry
Secretary: Andrea McBride
Hobu Creek Dist. Rep.: Byron Tuttle
Howe Creek Dist. Rep.: Carrie Rouillard



425 Frazier Ave. N. Suite 2
Niobrara, NE 68760-7219
Phone: (402) 857-2302
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Santee Dist. Rep.: Linda Whipple
Bazile Creek Dist. Rep.: Sandra Henry

MEMORANDUM

POSITION: Dakota Language Program Apprentice
LOCATION/DEPARTMENT: SSN DAKOTA LANGUAGE DEPARTMENT
SUPERVISOR: DAKOTA LANGUAGE COORDINATOR
Classification: Non-Exempt
Status: FTE 40 HRS per week, Permanent
Supervisory: NO
SALARY: Depending on Experience (beginning at 18.00ph)
OPENING DATE: 03-08-2024
CLOSING DATE: OPEN UNTIL FILLED

SUMMARY: The Santee Sioux Nation has a Dakota Language Grant currently in motion that has 1 position available, for an apprentice. The apprentice will take direction from the coordinator to complete tasks that are assigned. The apprentice will be a full-time permanent position as long as the grant or funding is available. The Nation has taken the position to ensure that funding will be sought and secured permanently.

DUTIES & RESPONSIBILITIES:

PURPOSE:

The Santee Sioux Nation Language Apprentice is responsible for assisting staff in the operation of the Santee Sioux Nation Language Initiative, including but not limited to resource development, lesson planning, implementing curriculum, classroom management, and working directly with fluent speakers and elders as well as Language and Cultural Department staff. The Apprentice will also be advocating & learning the Dakota Language among other responsibilities as assigned or envisioned.

ESSENTIAL FUNCTIONS:

- Research and gather language for Santee Sioux Nation language resource development.
- Assist and support staff in curriculum development, lesson planning, classroom management, and hosting family events.
- Prepare and create materials for lesson plans.
- Develop Dakota language early readers.
- Provide administrative support for staff and classroom.
- Work directly with fluent speakers and elders.

- Create and maintain partnerships with private and public sectors.
- Create and maintain both paper and computerized file management systems.
- Attend all language classes and events sponsored by the Language Dept.
- Other duties as assigned.

NECESSARY SKILLS AND KNOWLEDGE:

- Bachelor's degree with a focus on Dakota Language, or equivalent experience.
- Teaching and mentoring experience with a variety of age groups.
- Knowledge, principles and theories in the field and ability to apply in situations of moderate complexity.
- Excellent written, oral, persuasive, and interpersonal communication skills.
- Excellent computer skills including but not limited to the variant Office and databases.
- Ability to work independently with little supervision.

BENEFITS:

- Hourly wage with annual COLA blanket payment each year, half-time or full-time depending on applicant's preference.
- 401(k) retirement match
- Health Benefit Option
- Educational Leave

GOAL:

Our goal is that this program become and remain a permanent program within the Santee Sioux Nation, working with Redwing Thomas, who has championed and dedicated a life focus to Dakota Language. The apprentice gradually gains the skills to become a Dakota Language teacher for all levels of Dakota language learners, using an array of ideas and keeping the program fluid and ever-changing fitting the need of our Nation.

QUALIFICATIONS:

1. Must have an associate degree or be willing towards a degree.
2. Equivalent work experience is excepted provided that new employees accept training opportunities that become available.
3. Must demonstrate the ability to utilize computer software (Excel, Word, Publisher, and Power Point) due to the need of the program monthly reports, quarterly reports, and data related documents that must be created.

INDIAN PREFERENCE ACT:

Preference in hiring is given to qualified Native Americans in accordance with the Indian Preference Act. Applicants claiming "Indian Preference" must submit along with their application, verification of enrollment and/or enrollment of their spouse in a Federally Recognized Tribe.

VETERAN'S PREFERENCE:

Preference in hiring is given to qualified Veterans who have served in our Armed Forces and have been honorably discharged. Applicants claiming "Veteran's Preference" must submit along with their application a copy of their DD214. Active National Guard members must submit a copy of their military identification.

SPECIAL EMPLOYMENT CONDITIONS:

Must submit to pre-employment drug testing and abide by the Drug Free Workplace agreement. All background checks required for employment with the Santee Sioux Nation shall be complete by the tribe before employment begins and anytime requested by tribal administration or as necessary.

CONFIDENTIALITY:

In accordance to the standards of the Santee Sioux Nation Personnel Policy, all client and pertinent program information is considered confidential, unless directed and labeled otherwise. All employees must agree to the workplace confidentiality agreement and report any other breaches of confidentiality issues when they arise. A confidentiality form is provided at the time of hire with an explanation of the personnel policy and where it is located for reference.

APPLICATION PROCEDURE: (Submit application(s) and/or resume to the following address:)

****YOU MAY PICK UP AN APPLICATION AT ANY TRIBAL PROGRAM OR AT THE TRIBAL ADMINISTRATION BUILDING, DAVID FRAZIER BUILDING.**

****ONLINE:** YOU CAN GO TO WWW.SANTEESIOUXNATION.COM AND DOWNLOAD AN APPLICATION.

APPLICATION PROCEDURES:

- *2 forms of identification**
- *Current working contact number**
- *Completed application (partially completed not accepted)**
- *Release of Information form completed**

Submit applications and resumes to the following address:

Santee Sioux Nation, Office of Human Resources

Attention: Sidney A. Tuttle, Sr., HRD

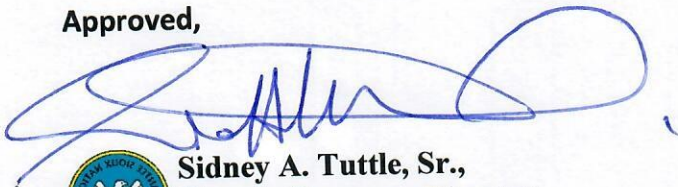
425 Frazier Ave. N. Suite 2

Niobrara, NE 68760-7219

OR EMAIL; application(s) and/or resume to: Sidney.tuttle@ssndakota.com

For the application process, you can call **402-857-2302**, with any questions or concerns.

Approved,



**Sidney A. Tuttle, Sr.,
Human Resource Director
Santee Sioux Nation**