



353 Old Hays Road | PO Box 525 | Hays, MT 59527
Tel: (406) 353-4260

LANGUAGE TEACHER JOB DESCRIPTION

Position Title:	Language Teacher
Reporting Relationships:	Executive Director (Chain of Command)
Location:	Hays, MT (On-Site)
Status:	Full-Time, Salary, Exempt
Preference:	Native American Preference, FBIC Veteran Preference

POSITION SUMMARY:

The Language Teacher will develop a child culturally through language sharing values of the Aaniiih and Nakoda People and the personal foundations of learning. The Teacher will perform comprehensive duties that have been designed as the professional areas of teaching in our school.

KEY RESPONSIBILITIES:

- Organize and teach lessons in Aaniiih and Nakoda Language, as well as develop Culture across the curriculum.
- Develop instructional materials used in the classroom for language and culture.
- Evaluate student process and adjust instruction accordingly.
- Participate in appropriate trainings and parent involvement activities set up by the school, including but not limited to language acquisition workshops.
- Other duties as assigned.

PERFORMANCE MEASUREMENTS:

- Proven work experience as a language teacher
- Extensive knowledge of instructional design theory and implementation
- Adequate knowledge of learning management systems and web delivery tools
- Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate)
- Familiarity with traditional and modern job training methods and techniques
- MS Office proficiency
- Advanced organizational skills with the ability to handle multiple assignments.
- Strong communication skills
- Proven experience in designing multiple learning opportunities in a preschool setting.
- Knowledge of instructional design theory and learning principles.
- Adequate knowledge of learning management software
- Ability to present complex information to a variety of audiences.

QUALIFICATIONS (EDUCATION, EXPERIENCE & REQUIREMENTS):

- A.A. Degree or 60 semester hours, working towards bachelor's degree.



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- Class-7 Language endorsement through Montana OPI, or ability to acquire.
- Successfully pass a required background check.
- Literate in either of the Aaniiih or Nakoda language is required.
- Successfully demonstrate the proper use of Aaniiih, Nakoda and English Language.
- Alternatives to the above qualifications as the Board may find appropriate and acceptable.

POSITION TYPE / HOURS OF WORK:

- This is a full-time, salary, exempt position.
- Standard days and hours of work are Monday through Friday, 8:00 A.M. to 5:00 P.M.
- However, the positions require the ability to work during nonstandard hours when the need arises.

TRAVEL REQUIREMENTS:

- Travel will be required for Professional Development, conferences, trainings, and meetings as a representative of IMDG.
- Travel to/from IMDG locations required.

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift-up to 45 pounds at times.
- Must be able to access various departments of a given location.

BENEFITS:

- Health, Vision, and Dental Insurance
- Company Paid Life, Accidental Death, and Dismemberment Insurance
- Aflac Large Group Options
- 401(k)
- Dependent Care Program
- Employee Assistance Program
- Employee Hardship Assistance
- Education Assistance
- Paid Time Off
- Paid Holidays
- Gym Membership Assistance
- Referral Program



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DISCLAIMER

The preceding job description has been designed to indicate the general nature of work performed; the level of knowledge and skills typically required; and usual working conditions of this position. It is not designed to contain, or be interpreted as, a comprehensive listing of all requirements or responsibilities that may be required by employees in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EQUAL OPPORTUNITY EMPLOYER

IMDG is an Equal Opportunity Employer, and except to the extent required by Native American Preference and Veteran Preference, IMDG prohibits discrimination on the basis of race, color, creed, religion, sex, pregnancy, age, national origin, marital status, physical or mental disability, or any other basis protected by applicable law. This applies to all employment decisions, including hiring, promotion, termination, and other matters affecting terms and conditions of employment.

Island Mountain Development Group is a drug-free work environment. Pre-employment drug testing may be required. Applicants must consent to a background check.

Applications may be completed online at www.islandmtn.com.com.

or to request application material and submit an application, please contact:

Island Mountain Development Group, Human Resources Department
P.O. Box 470 Hays, Montana 59527 Phone: 406-673-3031 or Fax to: 406-673-3023
E-Mail: recruiting@islandmtn.com

This job description has been approved by:

Manager _____ Date _____

HR _____ Date _____

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____