



# PECHANGA BAND OF INDIANS

*Pechanga Indian Reservation*

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Telephone (951) 770-6000 Fax (951) 695-1778

Tribal Chairman:  
Mark Macarro

Council Members:  
Raymond J. Basquez Jr.  
Catalina R. Chacon  
Marc Luker  
Robert "R.J." Munoa  
Joseph Murphy  
Michael A. Vasquez

Tribal Secretary:  
Louise Burke

Tribal Treasurer:  
Amy Minnear

## JOB DESCRIPTION

**POSITION:** Language Apprentice  
**STATUS:** Non-Exempt  
**CLASSIFICATION:** Full-Time (12-month)  
**DEPARTMENT:** Pechanga School  
**SUPERVISOR:** Principal  
**POSITION CATEGORY:** B  
**RATE OF PAY:** DOE

### SUMMARY:

Pechanga Tribe is seeking a qualified individual to enrich the language program for the Chámmakilawish Pechanga School located on the Pechanga Indian Reservation School, which provides elementary education for grade level Preschool through Fifth grade. Applicants must incorporate the Chámmakilawish Pechanga School's education curriculum and policies, and have a strong emphasis on the school's Luiseño/Chamtéela language program.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Teach, instruct and nurture students individually and in group settings, utilizing the Luiseño/Chamtéela language.
- Develop language based activities or curriculum and assist the Linguist with morning classes.
- Assist in the preparation of course materials such as syllabi, homework assignments, and handouts.
- Assist in the initiation, facilitation, and moderation of classroom discussions.
- Assist in the evaluation of students' class work, assignments and papers.
- Create a physically safe and stimulating classroom environment that is age appropriate.
- Develop and address student's physical, emotional, intellectual and social growth.
- Enforce School policies and other applicable rules governing the students.
- Apprentice must believe Luiseño/Chamtéela is a living language, and have confidence that he or she can master the language (read, write and verbalize).
- Willingness to apply the language in a classroom setting.
- Instruct language lessons to Teachers and Instructional Assistant.
- Continue education by attending the language classes offered through Pechanga Tribal Government, to increase knowledge of the Luiseño/Chamtéela language.
- This position may require continuing education and/or additional certifications as applicable.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. At-Will Employment: Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

#### QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor's degree from a regionally accredited institution required.
- Valid Teaching Credential preferred.
- Proven ability to learn another language required.
- A combination of teaching and hands on classroom experience preferred.
- Chamtéela Language Credential or must attain within three (3) years of employment or completion of the first credential program after hire.
- Experience in teaching a second language to all ages utilizing speaking, reading and listening preferred.
- Native Chamtéela language speaker preferred.
- Certified in child and infant CPR.
- Knowledge of basic first aid.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Ability and interest in learning, teaching and understanding the Chamtéela language and Payómkawichum culture.
- Knowledge of the structure and content of the Chamtéela language including the meaning and spelling of words, rules of composition and grammar, and pronunciation.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of historical events and their causes, indicators, and effects on the Payómkawichum civilization and culture.
- Ability to teach others how to do something.
- Ability to talk to others to convey information effectively.
- The ability to communicate information and ideas in speaking so others will understand.
- Ability to communicate effectively in writing as appropriate for the needs of the audience.
- Ability to identify and understand the speech of another person.
- Must be able to develop constructive and cooperative working relationships with others, and maintaining them over time.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems

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reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit, and talk or hear. They must be able to speak clearly so listeners can understand and understand the speech of another person. The employee is occasionally required to use hands to finger, handle, feel or grasp objects; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee occasionally works near moving mechanical equipment. The noise level in the work environment is usually quiet while in the classroom, or moderately noisy to loud when working on projects or during events, and moderately noisy to loud when outdoors and/or during school events.

*Employee's acknowledgement:* I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

_____ Signature of Employee	_____ Date	_____ Print name of employee
_____ Signature of Employee's Manager	_____ Date	_____ Print name of employee's manager

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