



Turtle Mountain Community College

10145 BIA Road 7
P.O Box 340
Belcourt, ND 58316
Phone 701-477-7862
Fax 701-477-7892
www.tm.edu

Curriculum Specialist - Language

Position Title: Curriculum Specialist
Contract Term: Ends June 30, 2022
Accountable To: Turtle Mountain Language Project Coordinator
Salary: \$36,855 - \$40,014

Summary of Program: The Turtle Mountain Community Project is a language grant through Administration of Native Americans (ANA). The Turtle Mountain Language Project seeks to increase the number of Ojibwe language speakers in the community as well as develop materials for use in the community and create preschool curriculum to utilize with preschool-aged children.

Summary of Position: The Curriculum Specialist is responsible for developing and aligning a pre-school curriculum that promotes Ojibwe language acquisition. Successful candidate should be able to integrate the Turtle Mountain culture into subject material.

JOB CHARACTERISTICS:

Nature of Work: This position requires a high level of competency in communication, both oral and written; an excellent track record of teamwork; organizational skills, ability to write thorough reports; familiarity with computer applications related to curriculum development and expertise in aligning curriculum with ND state standards.

Personal Contacts: This position requires regular contact with Project Coordinator, Master Speaker, Ojibwe Apprentices, and community, TMCC staff, and community stakeholders. The Curriculum Specialist will coordinate with the Master Speaker and Program Coordinator to create materials and build curriculum promoting the Ojibwe language.

Supervision Received: The employee reports to the Program Coordinator on all matters pertaining to this position.

Essential Functions: Position requires ability to communicate effectively. Must have knowledge of curriculum development.

RESPONSIBILITIES:

- Provides the lead in identifying and implementation of curriculum models.
- Responsible for creating an Ojibwe language curriculum and interweaving local culture into the curriculum.
- Participates in assessment of learning and works on developing effective strategies.
- Provides direction to other program staff regarding curriculum.
- Recruitment for the program.
- Prepares accurate and timely reports as needed.
- Accurately collects and prepares statistical data.



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- Reviews tests, compiles results on apprentice fluency.
- Maintains confidentiality of sensitive information.
- Deals tactfully and courteously with the public.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Works well in a team format with collaborative decision-making.
- Assists the Project Director and Coordinator with reports and other appropriate communication items.
- May be required to travel in and out of the area.
- Other duties as assigned.

JOB REQUIREMENTS:

Knowledge:

- Knowledge of curriculum development and indigenous education practices.
- Knowledge of the Ojibwe language and the importance of language revitalization.

Skills:

- Excellent communication skills.
- Organizational skills.
- Excellent writing, spelling and grammar.
- Strong collaboration and teamwork skills.
- Experience and expertise in curriculum design.
- Computer skills in using Microsoft Word and Excel.
- Ability to work and communicate well with others and in a team setting.

Abilities:

- Ability to write thorough reports.
- Familiarity with computer applications related to curriculum development.

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- Bachelor's Degree in education or related field.
- One-year experience in teaching or curriculum.

Preferred Qualifications:

- Five years' experience in teaching or curriculum.