

# Burns Paiute Tribe

## PreK-12<sup>th</sup> Teacher

<b>Job Title:</b>	PreK-12 <sup>th</sup> Teacher
<b>Department:</b>	Culture & Heritage
<b>Reports To:</b>	Education Manager
<b>FLSA Status:</b>	Part-Time, Non-Exempt
<b>Opens:</b>	12/22/2025
<b>Closes:</b>	Open until filled
<b>Salary:</b>	GS 9 Equivalent (\$29,983.02+) DOE

### POSITION SUMMARY

The Culture & Heritage Department is preserving and revitalizing our traditional culture and language education while also providing support for our students to excel in Western academic efforts. The successful candidate for this position will work both independently and as a team member with the Education, Teetzi Tuaki Tehsutabe'i (Little Kids' Awakening) Preschool Program), Tuwakii Nobi (Kids' House), the Language & Traditional Culture, and Review & Compliance programs to instruct children in activities designed to promote social, physical, and intellectual growth in a tribally centered learning environment. The successful candidate will work daily with other educational staff, and frequently with departmental staff to incorporate language and traditional culture immersion activities into state required curriculum standards. The successful candidate will work towards goals set with the Culture & Heritage Dept. Director that meets departmental and organization strategic plan benchmarks and goals. The successful candidate will work as a team member to increase the self-esteem and cultural awareness of students by providing continual traditional tribal and Western educational learning opportunities by performing the following duties.

### DUTIES and RESPONSIBILITIES

- Works as a team member to plan individual and group activities to stimulate growth in language, social, and motor skills such as learning to listen to instructions, playing with others, and using play equipment.
- Works as a team member to instruct children in practices of personal cleanliness and self-care.
- Help children develop habits of caring for own clothing and picking up and putting away toys and books.
- Coordinates as needed with serving meals and snacks to children.
- Works as a team member to conduct parent/teacher conferences twice yearly.
- Works as a team member to develop lesson plans that address individual needs of

children in keeping with the tribe's strategic plans for language and traditional culture immersion.

- Teaches an extended day classroom as scheduled for pre-school and in support of k-12 programming.
- Through observation and direct assessment, measures the growth of each child.
- Works as a team member to conduct two education home visits each program year.
- Coordinates with the Culture & Heritage Dept. team to provide Paiute language immersion.
- Demonstrated fluency or actively works to gain conversational fluency in the Northern Paiute language as opportunities for learning are provided.
- Works as a member of the C&H Dept. team to coordinate and execute educational intergenerational community field trips to places within and beyond the Burns Paiute Tribe's aboriginal lands.
- Communicates frequently and effectively with Culture & Heritage Department Director to ensure optimal performance of educational outreach to clients. Provide support in the implementation of traditional culture and tribal language in program activities.
- Lead outdoor activities, i.e., basketball, playing catch different types of games, exercise walking running, softball, etc., as well as traditional tribal games as scheduled.
- Cell phone use limited to work related and emergent calls while on duty.
- Must follow all applicable covid-19 guidelines with youth and others.
- Must attend staff language classes and exhibit increased proficiency in Northern Paiute language and traditional culture.

#### **MINIMUM QUALIFICATIONS and EDUCATION**

- Certifications - Must be certified or achieve certification within 1 year certification with the Oregon Department of Education. Emergency, provisional or conditional certificates may be accepted under the conditions they are issued by the State teacher licensure department. You must obtain and maintain a Teacher Certification related to the instructional area identified on this announcement.
- Licensing - Must obtain and maintain valid state driver's license and meet tribal insurance eligibility for driving tribal vehicles.
- Social skills - Ability to work effectively with tribal community Elders and youth (demonstrated experience preferred).
- Cultural skills - Possess a working understanding of Indigenous Great Basin cultures, and the ability to assist in the incorporation of those cultural norms into research methods and practice.

- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly. Maintains First Aid/CPR certification.
- Personal Integrity and Healthy Lifestyle: Maintains a professional demeanor and practices a healthy lifestyle free of illicit drug use and/or excessive alcohol use. Serves as a positive role model for teaching team and students.

#### **OTHER KNOWLEDGE, SKILLS & ABILITIES**

- Delegation – Coordinates expectations for teaching assistants, education and language staff and monitors delegated activities.
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others to improve program functionality; Accepts feedback from others; Gives appropriate recognition to others.
- Coordinating People - Includes teaching assistants in planning, decision-making, facilitating and process improvement; Takes responsibility for implementation of daily in-classroom activities; Makes self-available to assistants; Performs regular performance assessments of students and provides feedback to supervisor; Develops subordinates' skills and encourages professional growth; Solicits and applies feedback (internal and external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve leadership skills.
- Cost Consciousness - Works within approved budget; Conserves program resources.
- Diversity - Shows respect and sensitivity for cultural differences.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds program values.

- Organizational Support - Follows policies and procedures; Supports organization's goals and values; Supports affirmative action and respects diversity.
- Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Completes work in timely manner; Works quickly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas.

## INDIAN PREFERENCE

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applications meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national

origin.

**Successful candidate must:**

- Submit to and pass a drug test.
- Submit to a criminal background check.
- Possess a valid driver's license.
- Provide three (3) years of driving record to determine eligibility for coverage under Tribal automobile insurance policy.

**HOW TO APPLY:**

Return **1)** completed [Burns Paiute Tribe Application](#), **2)** cover letter, **3)** resume/CV, and **4)** educational transcripts to:

Human Resources Director  
Burns Paiute Tribe  
100 Pasigo St, Burns, OR 97720  
Email: HR@burnspaiute-nsn.gov

**\*\*ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED\*\***