

# SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT

P.O. Box 0

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Terry Rambler  
Tribal Chairman



Tao Etpison  
Tribal Vice-Chairman

## JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#22-193	September 26, 2022	October 7, 2022
POSITION TITLE AND DEPARTMENT		SALARY
Curriculum Specialist Language Preservation Program		\$24.00 Per Hour

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE  
(Applications must be received in the Human Resources Office by close of business on the closing date)

### CONDITIONS OF EMPLOYMENT:

- In accordance with the San Carlos Apache Tribe Resolution No. AU-21-121, all potential employees must show proof of COVID-19 vaccination for it is mandatory for all Tribal employees to have the vaccine as a condition of employment. All employees who opt-out or otherwise have no proof of vaccination shall be subject to bi-weekly testing for COVID-19 (must provide letter or doctor's excuse when applying to opt-out of receiving vaccination).
- Regular Full-Time position. (exempt) (Grant funded position; continued employment dependent on grant)
- Applicant must have a valid driver's license.
- Work schedule: Applicant may be required to work evenings, weekends, holidays, as necessary to meet the needs of the program and projects.
- Applicant will be subject to and must pass a background investigation with a favorable determination. The results of a background check shall only be used for the purpose of determining an individual's suitability for employment. Applicants who provide false or misleading information in their application or authorization may be eliminated from any further consideration. *Note: Applicants must meet this requirement by completing Item No. 15., on the Application for Employment.*
- Applicant **must** complete a "Child Care & Indian Child Care Worker Position" form to determine your suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment with the San Carlos Apache Tribe. *If you make a false statement in any part of your application, you may not be hired or you may be terminated after you begin work.*
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

### DUTIES AND RESPONSIBILITIES:

As a Curriculum Specialist, under the direct supervision of the Language Preservation Director, the Curriculum Specialist will be responsible for the overall planning, designing and development of course content and assessments for a specific area, the Apache Language. Shall work with Master and Apprentice teachers and team of educators striving to deliver homebased of Apache materials/curriculum booklet for homebased teaching. The writing of Homebased Curriculum will coincide with Master and Apprentice language teachers, elders and Apache culture experts known for composing songs, dances, crafts and arts. Shall work in any number of fields, from early childhood education to high school or even adult literacy programs. In addition, shall create lesson plans, developing materials for handouts and facilitate teacher training sessions on best practices. The Curriculum Specialist will be responsible for maintaining a regular contact with Tribal Departments and other relevant agencies with regard to standards and other pertinent

issues, disseminating information regarding relevant standards or policy changes. Keeps up to date on all aspects of the project, assign duties, assist others and role model educational activities that are designed to promote the ongoing development of Apache teaching. Communicates and collaborate with the Project Coordinator in keeping track of youth, families, and elders that participate in the project. Shall work as team/group to develop a homebased curriculum/materials and getting families involved in the project. Perform other duties as assigned.

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## QUALIFICATION REQUIREMENTS:

### Basic Requirements:

Successful completion of a course of study in an accredited two (2) year college that led to an AA/AAS degree in Bilingual and Multilingual Education, Native American Studies or closely related field. **NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements.**

OR;

Candidates must have had two (2) years of specialized experience. Specialized experience is experience in educational work involving organization of projects, Apache language education, community outreach or a combination of education and training in a job related field. **Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".**

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**EVALUATION METHOD AND RANKING FACTORS:** Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge and familiarity with the San Carlos Apache community.
2. Knowledge of apache language, culture, and traditions.
3. Ability to demonstrate team building skills and positively motivate others.
4. Ability to build bridges between Tribal members of differing generations, districts and spiritual practices.
5. Ability to learn computer applications appropriate to language revitalization.
6. Ability to coordinate planning, designing and development of course and assessment.
7. Ability to work with language specialist from other Tribal communities and academic institutions.
8. Ability to communicate effectively with clients, staff and the general public.
9. Ability to plan, organize and prepare required reports.
10. Ability to relate to the San Carlos Apache history and culture as it relates to family and community.

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## OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- **INDIAN PREFERENCE:** It is the goal of the San Carlos Apache Tribe to employ as many **tribal members** as possible in tribal positions. Therefore, all other qualifications being equal, **tribal members** will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
  1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
  2. Enrolled member of the San Carlos Apache Tribe
  3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
  4. Other Native American
  5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
  6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to **tribal members**. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Tribal Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- **VETERANS PREFERENCE AND INDIAN PREFERENCE:** Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.

