



SWC
Sisseton Wahpeton College

TITLE: Dakota Language Instructor

REPORTS TO: Vice President of Academic Affairs

SALARY: DOE

STATUS: Non-Exempt

WORK SCHEDULE: The assignment may include day, evening, weekend, and/or off-campus hours.

SUPERVISES: None (may occasionally supervise work-study students, if any are assigned).

SUMMARY

The instructor will assume responsibility for the delivery of quality Dakota-language education that will ensure that maximum learning can take place; instructor will help students learn subject matter and skills that will contribute to their understanding of Dakota language and culture.

Student Success

- Increase scholarship opportunities through philanthropic and corporate donations.
- Collaborate with faculty, staff, and administrators to identify opportunities to match with donors to advance students' academic agendas.

Responsibilities and Duties

1. Provide quality academic Dakota-language instruction to students.
2. Ensure that each student has an enjoyable, productive, challenging, and meaningful experience in class.
3. Assist students who have problems with assignments, tests, grades, course content, career concerns, and other academic matters.
4. Maintain accurate student records including grades, attendance, completion rates, and retention.
5. Create, maintain, and update course syllabi and course reports.
6. Demonstrate an understanding of Dakota Wicohan, its ethics and principles, while encouraging and embedding these within the broader SWC.
7. Maintain and regularly update curriculum in areas of instructional delivery.
8. Adjust, update, and revise course content based on applicable theories and techniques as they are introduced to the fields of Dakota Studies and Language Education/Linguistics.

Open Until Filled
Indian Preference will apply.

9. Create Dakota language materials in multiple formats to enrich the language classroom experience.
10. Interact with faculty, staff, students, and community members to advance the College and promote Dakota values.
11. Create, implement, and maintain marketing for the Dakota Language Teaching Certificate Program.
12. Recruitment for the Dakota Language Teaching Certificate Program.
13. Conduct evening community Dakota language classes.
14. Work with visiting Elders on translation efforts weekly.
15. Work with and report to the Dakota Studies Director(s) on a regular basis.
16. Complies with all College, Tribal, and Federal policies, regulations, and laws that govern the college.
17. Participates on College committees and in faculty/staff meetings.
18. May be required to assist with events.
19. Performs other duties as assigned.

Education

- Master's Degree in English required.
- Previous teaching experience preferred.
- Fluency in speaking, reading, and writing the Dakota Language.
- Five years of teaching experience and Dakota Language Teacher Certification.

Minimum Qualifications

- Dakota Language Teaching Certificate or equivalent certification.
- Advanced proficiency in speaking, reading, and writing the Dakota Language.
- One-year previous teaching experience.
- Excellent planning, organizational, and time management skills.
- Ability to work as a team player.
- Proficient with Microsoft Office, office machinery, and social media.
- Must have excellent verbal and written communication skills.
- Ability to maintain high levels of confidentiality.
- Displays high standards of ethical conduct. Conducts oneself with Dakota Wicohan.
- Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

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