



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 08/29/2022	Employee Requisition Number ER-22397	JOB OPPORTUNITY	
Title/Position: MVSKOKE LANGUAGE INSTRUCTOR			
Pay Grade SG 11	Salary Range \$35,859-46,820	Classification Full Time	
Department: CHILD CARE	Location: Okmulgee	Location Code: 98	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The Mvskoke Language Instructor will provide instruction in the Mvskoke Language to students 6 weeks - 12 years. Activities include: planning, developing, and implementing curriculum, lesson plans/materials in the Mvskoke Language. The instructor must work as a team member.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Must have the ability to assist in the development and preparation of the Mvskoke curriculum. 2. Must be able to provide the Mvskoke language instruction for classroom that is age appropriate. 3. Implement basic Mvskoke language skills to the classroom staff and continue to expand from words and numbers to practical phrases. 4. Assist in training of the staff through in-service and classroom participation of the Mvskoke language. 5. Provide training to parents of children. 6. Must visit centers weekly and submit site visit reports. 7. Must submit, on a monthly basis, a daily schedule detailing a work schedule for the following month to the Assistant Director. 8. Must have the ability to provide written and oral reports, including the weekly reports to the Assistant Director. 9. Maintain confidentiality of program business. 10. Will assist with special events and trainings. 11. Other duties as assigned.
Minimum Requirements:	High School diploma or GED with 2 years experience. Be able to speak, read and write the language fluently. Working knowledge of grammar, office machines and computer experience. Good oral written communication skills. Applicant must have and maintain good attendance record. Must submit to and pass all necessary background checks and drug testing.
Preferred Requirements:	Bachelor degree in Curriculum Instruction. Must have a certificate of endorsement from the office of the Principal Chief of the Muscogee Nation showing proficiency in the Mvskoke Language. Must be computer literate.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses	



Muscogee (Creek) Nation

Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

required:	
-----------	--

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- 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.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

Up to 50 lbs. Up to 100 lbs. Over 100 lbs.

Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

Fumes or airborne particles Outside weather conditions Toxic or caustic chemicals

Risk of electrical shock Vibration Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.

MCN Policy Requirements:

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.