**Assistant Director, Serrano Language Revitalization Project**

Reporting to the Director of Education, the Assistant Director, Serrano Language Revitalization Project (SLRP) is responsible for developing the strategy and building/amending the overall plan to ensure the proficiency of the Serrano language within the tribal community. In addition to driving the overall strategy, the individual will also oversee the day-to-day operations of the Serrano Language Revitalization Project team to meet the intended long-term objectives for staff, activities, and indigenous language resources. They will work in collaboration with the Assistant Director of Education, the Director of Education and the Education Board to ensure the quality and future vision of the overall SLRP program services, activities, and initiatives provided to the San Manuel Community. The objective of this program is to create a high achieving culture which leads to college completion or career readiness for the Tribal Community all while supporting the tribal community to become proficient in the Serrano language.  
The Assistant Director, Serrano Language Revitalization Project champions the educational goals and priorities of the Tribe in a manner that faithfully reflects and upholds the Tribal Community’s vision, mission, and values.

**Essential Duties & Responsibilities**

1.  Balances between the three branches of SLRP work (Learning, Teaching, and Governmental) to plan and support the tribe’s overall goal for members to become proficient in the Serrano language and achieve this by 2040. Strategically works with the SM staff and tribal community to meet the General Council approved Vision, Two Year Plan, and annual MBO’s. Responsible for the day to day administrative duties, overall supervision and direction of SLRP in accordance with San Manuel law and policy. Produces an annual report that records tasks worked on, tasks completed, and tasks pending as well as researches and prepares a two year (2) comprehensive plan for SLRP for the Education Board, assisted by the SLRP staff and the Director.

2. Under the direction of the Education Board, serves as a liaison between the Tribe and SLRP, setting guidelines and analyzing SLRP productivity to achieve department and Tribal goals. Attends each Education Board meeting and interacts with the Board to represent the SLRP program, requests and teaching a lesson.

3. Assesses San Manuel SLRP department staff in accordance with HR guidelines and timelines while working with team members to correct deficiencies, and implement discipline procedures as necessary.

4. Supports, as needed, by stepping into the roles and responsibilities not covered for the day to ensure services, activities and initiatives are able to continue as needed. Manages the training of new SLRP personnel.

5. Liaises with SM Internal and external organizations and entities outside of the Tribe, such as Universities and Tribal Communities.

6. Strategically develops and organizes SLRP language requests that come internally and externally. Interfaces and provides expert Serrano language consultation to other San Manuel Departments and outside organizations to manage SLRP requests, presentations, and requested cultural program participation.

7.  Attends department meetings and professional development sessions to focus on continuing to improve the effectiveness of the SLRP program for staff, students and the tribal community. Maintains an intimate knowledge of current work and developments within language revitalization and reclamation efforts inside Native American communities, attending academic and language-related conferences to keep up to date on techniques and skill sets needed for evolving position and department needs. Provides and monitors completion and application of any trainings needed for SM staff as well as for succession planning.

8. Intermediates between Education Board and SLRP staff to ensure SLRP program meets pace and vision requirements of the board. Ensures the SLRP programs meet or exceed the expectations of the Tribal community.

9. Plans, reviews and manages the SLRP budget. Presents to the Education Board budget requests and quarterly reports.

10. Maintains awareness of, enforces all Education Department policies, and rules governing students. Monitors all required forms for completeness, timeliness and accuracy as required by Federal, State, and local rules and regulations. Work with employees to correct deficiencies, and implement discipline procedures as necessary.

11. Performs other duties as assigned to support the efficient operation of the department.

12. Assumes other responsibilities, duties, tasks and assignments that contribute to the mitigation or response to any public health emergency.

**Education/Experience/Qualifications**

* Bachelor’s Degree in Linguistics, Communications, Computer Sciences, American Indian Studies, Bilingual Education with emphasis in Native American languages, or similar field required.
* Advanced studies in linguistics or related field, Masters or PhD preferred.
* Minimum of eight (8) years’ experience in language research, applied linguistics, fieldwork within a Native American language-based community, and teaching of Serrano (or another Native American language) is required.
* Minimum of eight (8) years’ experience working with small-to-medium sized teams preferred, with an emphasis on collaborative teamwork and a history of managing multiple projects and people in a demanding environment is required.
* Equivalent combination of education and progressive, relevant and direct experience may be considered in lieu of minimum educational/experience requirements indicated above.
* Experience with American Indian language(s) as well as knowledge of local Indian communities and sensitivity to Indian needs.  Research, analysis, writing, and managerial skills are vital to this position.
* Leadership experience as applied to the analysis and evaluation of budgets, programs, policies and operational needs within a tribal community preferred.
* Practical experience in tribal community settings strongly preferred, especially with knowledge of San Manuel, Morongo, or Serrano-speaking communities, their history, culture and political structure.
* Must have demonstrated capacity for sustained hard work including capacity for occasional work on weekends or work outside of traditional hours, as required by the department.
* Experience working on large or long-term projects preferred.
* Bilingual speakers with experience in language pedagogy or study in multiple languages, preferred.
* Must enjoy developing new best practices as you go, with focus on facilitating iterative processes and seamlessly incorporating feedback from various levels and positions.
* Ability to understand and communicate nontraditional uses of academic learning in Native American community settings.
* Must be a self-starter that can develop and plan program objectives and future initiatives, set priorities that accurately reflect the relative importance of goals and job responsibilities in flux, and source needed knowledge or materials quickly and efficiently.
* Must possess the ability to work with a team and independently and be capable of working with different personalities, in high-pressure situations, and on short timelines.
* Demonstrated capacity to work as a team member: ability to establish and maintain effective, collaborative relationships and enlist support at all levels of staff, student, and community constituencies and to accomplish program goals as a team.
* Skilled in creative problem solving and possesses the ability to analyze situations and define problems or objectives, identify relevant factors, formulate logical conclusions and recognize alternatives.
* Holds self and others to the highest standards of integrity, selflessness, sound judgment and performance.

**Certificates/Licenses/Registrations**

* At the discretion of the San Manuel Tribal Gaming Commission, you may be required to obtain and maintain a gaming license.
* A qualified candidate/employee must have a valid driver’s license with an acceptable driving record as determined by the company’s insurance carrier.
* As a condition of employment with the San Manuel Band of Mission Indians Education Department, incumbents are required to undergo and successfully pass pre-employment and annual post-employment background investigation including, but not limited to, Live-Scan fingerprinting, drug screening and criminal history background check.
* Must successfully undergo and maintain a current negative tuberculosis (TB) test.

San Manuel Band of Mission Indians and San Manuel Casino will make reasonable accommodations in compliance with applicable law.

As one of the largest private employers in the Inland Empire, San Manuel deeply cares about the future, growth and well-being of its employees. Join our team today!