

# MI'KMAQ NATION

## Job Description

**TITLE:** MI'KMAQ CULTURAL AND LANGUAGE TEACHER LFHS

**CLASSIFICATION:** Part-Time Temporary/Hourly/Per Grant Funding 40 Hours Weekly/3 Years

**WAGE SCALE:** \$20.00-\$25.00

**IMMEDIATE SUPERVISOR:** Head Start Director

**NOTE:** The following includes data on essential job functions, as well as physical, mental, academic, and experiential requirements. The description is meant to serve interviewers, applicants and directors as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility of the job. Some aspects of this portion may change over time, according to the Tribe's needs.

**SUMMARY OF POSITION:** Plans and coordinates all multi-culture program/activities in support of the Pi'Gunji'JG/LFHS goals and objectives for educational enrichment of preschool children which support the development of children, parents, and staff in conjunction with total program efforts. Special emphasis placed on the Mi'kmaq culture, history, and cultural activities that promote awareness, builds respect for diversity, and pride for Mi'kmaq heritage.

**LICENSES OR CERTIFICATIONS:** Valid driver's license preferred. Current CPR and First-Aid certification or ability to become certified. Successful completion of a full criminal history background check to include an FBI fingerprint search, and DHHS background check.

**REQUIREMENTS:** Fluent speaker of the Mi'kmaq Language preferred, and have experience teaching the Mi'kmaq language and traditional activities to others

**SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED:** Excellent organizational and communication skills. Ability to maintain strict adherence to the Privacy Act. Basic computer knowledge. Ability to work independently and as part of a team. Ability to relate well with adults as well as 3-5 year old children.

**WORKING CONDITIONS:** Regular office environment, classroom environment, and school setting.

### FUNCTIONS AND TASKS:

- Prepares, implements, and teaches/presents one (1) cultural activity/craft each school week.
- Teaches, prepares, and assists staff to implement cultural activities/crafts.
- Prepares, implements, and teaches/presents one (1) cultural reading/story each day to be completed during the 20-minute cultural period.
- Teaches, prepares, and assists staff to implement cultural readings/stories.
- Develops and implements lesson plans weekly that coincide with the Creative Curriculum planning with the assistance of the Educational Coordinator.
- Reviews, selects, and creates order lists for children's books and materials in support of

preschool activities through the Mi'kmaq culture and language.

- Develops and implements a program to meet such identified needs which include: culturally relevant activities for the classroom that develop awareness and respect for the Mi'kmaq culture.
- Develops and implements a program to meet such identified needs which include: culturally relevant activities for families which relate to awareness and respect for the Mi'kmaq culture.
- Develops and implements a program to meet such identified needs which include: implementing a classroom environment that supports preserving the Mi'kmaq language and culture.
- Develops and implements a program to meet such identified needs which include: and identifying traditional dress, foods, legends, and other aspects of the Mi'kmaq culture.
- Prepares and distributes a weekly newsletter.
- Assists in the classroom on a daily basis.
- Provide technical assistance and classroom support on language and culture for classroom teachers.
- Maintains a neat and orderly work area.
- Performs duties according to established procedures and Tribal policy.
- Assist the Educational Coordinator and Director in training staff to become more culturally relevant in daily interactions with students.
- Lead as a cultural mentor in the Head Start program to all program staff and troubleshoot cultural competencies when needed.
- Maintain strict adherence to confidentiality as defined in the Privacy Act
- And all other duties as assigned.

If you are interested in applying for this position, you must submit a completed job application. A completed application includes copies of certificates/licenses/degrees stated in your application, a cover letter and a resume, *and* 3 professional references from current or past employers (within 3 years).

A complete Job Description and an Application can be accessed online at [www.micmac-nsn.gov](http://www.micmac-nsn.gov) under Job Opportunities, or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

**CLOSING DATE: June 10, 2025**

Please send the completed Job Application to the following address or email:

Attn: Human Resource  
Mi'kmaq Nation  
7 Northern Road Presque Isle, Me. 04769  
[bdiamond@micmac-nsn.gov](mailto:bdiamond@micmac-nsn.gov)

**The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.**