

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
406.675-2700  
PERSONNEL OFFICE FAX: 406.675.2711  
Website: [csktribes.org](http://csktribes.org)  
E-mail: [cory.clairmont@cskt.org](mailto:cory.clairmont@cskt.org)**

**TITLE:** Cultural Specialist – 1 or more positions

**LOCATION:** Early Childhood Services – St. Ignatius, MT.

**SALARY:** Exempt position – Salary negotiable

**CLOSING DATE:** Thursday, September 27, 2018 at 5:30 p.m.

**SPECIAL CONDITIONS:**

This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test.**

**DUTIES:**

The Cultural Specialist will provide cultural and traditional activities and native experiences to the Early Childhood Services children from birth to five years old. They will strengthen the child's awareness and self-concept through Native American activities, people and events.

- Teach individual children and groups of children about the Salish and Kootenai culture and traditions using age appropriate learning activities.
- Plan cultural activities with the teaching team identifying and carrying out lessons/activities on the weekly lesson plan.
- Plan cultural lessons/activities according to the ECS curriculum (including seasonal or other cultural traditions) and children's individual needs and strengths.
- Incorporate cultural experiences and activities into the everyday classroom schedule and events.
- Display cultural information on the center Cultural Board rotating this information according to the changing interests of the children and families.
- Engage children in discussing the information/objects displayed on the cultural board so children can learn about their purpose.
- Assist the teaching team in documenting and sharing child progress with families.
- Share child and family observations with the Teacher or Teacher/Supervisor.
- Follow all Federal, State, Tribal and ECS rules and regulations including safety rules, emergency procedures and established policies.
- Assist the teaching team with child safety and positive classroom management.
- To model positive and nurturing interactions with children, parents and staff.
- Maintain confidentiality of all information involving children, parents, and staff.
- Help create and maintain an attractive, safe, clean learning environment.
- Attends ECS workshops, training events and parent meetings when appropriate and possible.

**MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)**

- Must pass drug test, background check and fingerprinting, (no violence against children or individuals, no domestic violence, no sexual abuse or violent acts against children or any other person) upon hire and annually thereafter.
- Subject to random drug testing through the Confederated Salish and Kootenai Tribe's Personnel Department.

**SUBMIT:**

1. Completed Tribal employment application.  
(Resumes may be submitted but may not replace or supplement the official tribal application).
2. Certified copies of relevant academic transcripts and training certificates.
3. Copy of State driver's license.
4. Completed Supplemental Background questionnaire.

**FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS**

**SUBMIT ALL OF THE ABOVE TO:** Tyshina Whitworth, Personnel Office, PO Box 278, Pablo MT 59855, telephone 406.675.2700 ext. 1043

**FOR MORE INFORMATION:** Contact Jeanne Christopher, Director of Early Childhood Services ext. 6113