

CHAMORRO LANGUAGE AND CULTURE SPECIALIST**NATURE OF WORK IN THIS CLASS:**

This is a specialized professional education administrative work involving the development and implementation of specialized Chamorro Language and Culture Program.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Participates in the development of educational objectives, study guides, instructional materials and assessment procedures for the Chamorro Language and Culture Mandate Programs.

Conducts research related to Chamorro Language and Culture including the history of the language, Guam, its people, its culture, its geography and environment, and Chamorro arts and artifacts.

Supervises and writes the articulated curriculum for grades K thru 12 including the philosophy of the curriculum.

Plans, develops, and writes instructional materials for the teaching of Chamorro Orthography including the syllables, instructional procedures, activities, and evaluation.

Observes and assists teachers for the purpose of curriculum orientation and clarification, proper material utilization, and Chamorro Language teaching techniques.

Plans, schedules and conducts meetings and workshops on Chamorro Orthography, Chamorro words, spelling, definition and other Chamorro staff development activities.

Writes and edits Chamorro books, test materials, and press releases in preparation for publication.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the Chamorro Language and Culture.

Ability to apply the principles, practices and techniques of pedagogy and curriculum.

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Ability to apply the current principles, methods and techniques used in the administration of educational specialty area.

Ability to analyze language structure and system.

Ability to develop, organize, coordinate, and implement specialized educational programs/functions.

Ability to interpret, apply and make work decisions in accordance with local and federal laws, rules, regulations and other program guidelines.

Ability to evaluate program effectiveness and recommend and implement changes to enhance effectiveness.

Ability to write educational proposals and program materials using given guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in writing and reading Chamorro language.

MINIMUM EXPERIENCE AND TRAINING:

- a) Two years of professional teaching experience in the area of educational specialty, and graduation from a recognized college or university with a Master's degree in education, including 18 semester hours of professional education and 18 semester credits in Chamorro language and culture; or
- b) Three years of professional teaching experience in area of specialty, and graduation from a recognized college or university with a Bachelor's degree, including 18 semester hours of professional education credits and 18 semester credits in Chamorro language and culture.

Established: December 1986

Pay Range: 38


**J. C. BORJA, Executive Director
Civil Service Commission**