**LITTLE WOUND SCHOOL BOARD**

**POSITION DESCRIPTION**

**Tokata Wicoicage Lakol Wounspe Project**

**LAKOTA LANGUAGE SURVEY TAKER**

**Job Summary:** The LWS Tokata Wicoicage Lakol Wounspe Project census taker will collect data on family Lakota speakers by visiting homes in the services area then documenting and reporting the information.

**Job Responsibilities:**

1. Conduct survey taking by asking questions in accordance with instructions to obtain various specified information from Lakota speakers.
2. Identify and resolve inconsistencies in interviewees' responses by means of appropriate questioning and/or explanation.
3. Compile, record and code results and data from interview or survey, using computer or specified form.
4. Review data obtained from interview for completeness and accuracy.
5. Contact individuals to be interviewed at home, place of business, or field location, by telephone, mail, or in person.
6. Assist individuals in filling out applications or questionnaires.
7. Identify and report problems in obtaining valid data.
8. Explain survey objectives and procedures to interviewees, and interpret survey questions to help interviewees' comprehension.
9. Prepare reports to provide answers in response to specific problems.
10. Meet with supervisor daily to submit completed assignments and discuss progress.
11. Perform other office duties as needed.
12. Adhere to LWS policies and procedures.

**Skills Required:**

1. Should have ability to speak both English & Lakota.
2. Have good written and verbal communication skills and should speak politely to the people.
3. Have ability to answer the questions and clear confusions of the people.
4. Should be familiar with the area or the locality they are working in.
5. They should possess ability to handle pressure and should be patient.

**Job Qualifications:**

1. High school diploma or GED required. Endorsed through SD Teacher Certification in Lakota Language, or have the ability to obtain endorsement, or is working towards endorsement.
2. Some experience working with families, census taking, or any other related experience is preferred.
3. Must have ability to speak both English and Lakota.
4. Must have a valid South Dakota driver’s license.
5. Must pass a pre-employment drug test and have a favorable background.