



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b> 016-4400-004	<b>Last Revised:</b> 07/26/2016
<b>Position Title:</b> Adult Language Education Coordinator	<b>Department:</b> Kituwah Preservation and Education Program
<b>Reports to:</b> KPEP Manager	<b>Division:</b> Department of Education

**Primary Function:** Supervises students/apprentices enrolled in the Cherokee language teacher education program. Reports to and works under the supervision of the KPEP Manager. Approves and oversees the creation of all departmental policy and procedure, and develops specific policies as needed for the adult language program. Oversees all aspects of the master-apprentice program curriculum and other adult language programs assigned, ensuring the program is meeting established proficiency goals as planned. Continuously monitors second-language learner growth and records data. Conducts research throughout Indian country and with other second-language programs to enlist the latest ideas and methodology. Provides assistance to the Principal in the monitoring of language maintenance among students/graduates from Kituwah Academy. For the purposes of posterity, prepares reports, assessments and other data to be maintained in the archive for research purposes.

**Job Duties and Responsibilities:**

- Recruit and enlist participants in the master-apprentice and other adult language programs.
- Establish a system of monitoring and reporting results of each individual participant.
- In coordination with language partners, identify staffing needs and levels of proficiency needed to fulfill language objectives and goals.
- Continuously monitor results, cataloging and reporting findings to administration (KPEP Manager and other language partners as assigned)
- Communicate regularly with the language partners new and relevant teaching methods.
- Establish connections among tribes across the country to seek relevant and expert advice.
- Prepare presentations for the general public on program happenings as well as promotional material for distribution.
- Establish individual benchmarks for students, mapping progress, providing additional mentoring when necessary.
- Maintain regular and consistent communication with KPEP staff, reporting findings and contributing suggestions for improvement.
- Ensure participants and staff have the training necessary to reach their established performance goals.
- Create an environment that promotes a positive learning environment for adult learners.
- Maintain attendance records for accountability.
- Serve as a role model for participants and staff.

- Communicate regularly with the sister tribe in Oklahoma for the sharing of resources and information.

**Education/  
Experience:**

A B.S. degree in the area of Indian Studies, Business Administration, Education, or in the field of human services and resources is required. Consideration for other degrees will be considered with other work experience. A minimum of one year serving in a leadership capacity is required. Experience working with other tribes or minority groups is preferred. Experience working with the elderly/senior citizens is preferred. Prior experience working with adult learners or in a team environment is required. Must demonstrate intermediate to advance level of skill in Microsoft Office. The incumbent must be willing to submit to a thorough criminal records check and be approved to work with children by the North Carolina Division of Child Development, Criminal Records Unit. The incumbent must submit to a proficiency exam upon hiring and be required to submit to additional proficiency exams every six months to assess language growth. Three to six months is required to become proficient in most phases of the job. Must possess a valid driver's license and be certified to drive a tribal vehicle, as they will be required to transport participants in adult programs (no exceptions).

**Job Knowledge:**

- Knowledge and ability to read and write in the syllabary is preferred and will be required to be proficient within one year in the position.
- Must have knowledge of the Cherokee language.
- Must have excellent communication and writing skills.
- Report and gathering of statistical information.
- Digital archive and data entry.
- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply concepts such as fractions, percentages, and ratios.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Contact with  
Others:**

Interacts frequently with KPEP staff and outside agencies and tribes which requires that a positive and professional working relationship be maintained at all times. Tact, courtesy, and sensitivity to others are necessary. Must obtain and share information, respond to questions, and gain the cooperation of others. Must establish a rapport with immersion families and staff. The position requires a positive attitude that is demonstrated at all times. Gossip among co-workers is not tolerated. Must be an advocate for the program within the community.

**Confidential Data:**

Has access to highly confidential information of program participants and their families, which requires much discretion. Must follow all applicable confidentiality guidelines and tribal policies.

**Mental/Visual  
Physical Effort:**

Close attention to detail is required while planning, teaching, reaching, kneeling, bending, mental dexterity, and visual acuity. Must be able to speak and hear. Will be required to provide assistance to elders in transportation, attendance and or events.

**Environment:**

Works inside the majority of the time. Work in the field or at locations designated for learning or situational learning will be sporadic. Will be required to work with individuals in their home when recording or working with students and elders in their home.

**Responsibility for  
Accuracy:**

Most errors would be detected within subsequent procedures, testing, and review. Failure to detect errors could have minimal results or be damaging to parent relations of the program or could be damaging to the programs reputation.

**Resourcefulness  
And Initiative:**

Must follow well-defined procedure guidelines, and policies: but has some latitude in the presentation of the lesson. Must use planning, creativity, resourcefulness, and initiative to complete tasks efficiently. Problem solving and judgment are required to respond appropriately to situations.