



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	025-4200-008 025-4200-013 025-4200-017 025-4200-018 025-4200-019 025-4200-022	Last Revised:	06/14/2013
Position Title:	Early Childhood Language Specialist Assistant	Department:	Kituwah Preservation & Education Program
Reports to:	Cherokee Language Development Supervisor	Division:	Community, Education & Recreation Services

Primary Function: Provides assistance and support to the Cherokee Language Immersion Room and other Language Specialist teachers in achieving the goals, objectives and performance standards of the New Kituwah Academy, child development program. Performs various duties in one on one and/or group activities which are educational, recreational or developmental in nature.

Job Duties and Responsibilities:

- Participates in the development of Cherokee language lesson plans and creative activities for New Kituwah participants.
- Assists, prepares, and implements lesson plans and related activities.
- Leads various activities such as circle time, recreation, singing, etc. as directed by the teacher.
- Cleans and/or sets up classroom for daily activities.
- Assists and prepares materials and equipment for classroom use.
- Greets children/parents and other classroom visitors.
- Assists as needed throughout the center to ensure a safe, healthy environment for the children to enhance learning experiences.
- Facilitates transition for children through preparation, explanation and providing necessary support to minimize the negative impact.
- Provides one-on-one assistance to children as required.
- Fills in for teacher in event of absence.
- Assists children as needed with: personal hygiene, changing clothes, changing diapers, brushing teeth, washing hands, face, etc.
- Assists with the enforcement of New Kituwah policies, rules, procedures and performance standards.
- Oversees children at all times.
- Completes administrative reports (attendance, accident, etc.) as requested.
- Assists in the preparation of classroom for naptime, etc.
- Meets with parents as requested to review child's progress.
- Makes home visits as required.
- Performs laundry duties as required.
- Assists with serving meals and snacks.
- Rides bus and assists with children as required field trips, etc.
- Dispenses medications as directed.
- Ensures the safety of all children in my care daily.
- Maintains a neat and orderly work area.
- Sanitizes toys, tables, floors, changes sheets, etc.
- Performs duties according to established safety guidelines and tribal policy.
- Performs other duties as requested by supervisor.

Education /Experience:	Completion of high school (or GED) is required. Subject related training and staff development courses are required to remain current in the field. Completion of specified certification and/or CDA training is required to prepare for the position. Three to six months are required to become proficient in most phases of the job. Must be certified to work with children by the NC Division of Child Development, Criminal Records Unit.
Job Knowledge:	Must be fluent in both Cherokee and English. Must have a thorough knowledge of the policies, procedures, guidelines and performance standards of the child development program. Must be familiar with the developmental stages of children. Must know all applicable health, safety and environmental rules, regulations and requirements. Skill in the use of all assigned equipment is required. Must have good communication skills both written and verbal. Must have computer skills and know specified software applications. Requires the ability to assist in the development of lesson plans and creative activities. Must be familiar with the Eastern Band of Cherokee.
Contact with Others:	Interacts frequently with children, staff and parents, requiring that a positive working relationship be maintained at all times. Tact, courtesy and sensitivity to others are necessary. Must obtain/share information, respond to questions and gain the cooperation of others.
Confidential Data:	Has access to highly confidential information of program participants, their families, health, etc., which require much discretion. Must follow all applicable confidentiality guidelines and tribal policies.
Mental /Visual /Physical Effort:	Close attention to detail is required while planning lessons, teaching and supervising children. Physical requirements include walking, reaching, kneeling, bending, manual dexterity and visual acuity. Moderate lifting with occasional heavy lifting is required. Must be able to speak and hear. Playground activities include running, climbing and more strenuous movements.
Environment:	Classroom and outside conditions are present. Exposed to potentially contagious diseases requiring the use of standard precautionary procedures (OSHA).
Responsibility for Accuracy:	Most errors would be detected within subsequent procedures, proofing and review activities. Failure to detect errors could have minimal results or be damaging to parent relations or the program evaluation.
Resourcefulness & Initiative:	Must follow well defined procedures, guidelines and policies. Must use planning, creativity, resourcefulness and initiative to complete tasks efficiently. Problem solving and judgment are required to respond appropriately to situations.