



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	902543026	Last Revised:	8/22/2017
Position Title:	Early Childhood/ Elementary Language Specialist	Department:	Kituwah Preservation & Education Program
Reports to:	Kituwah Academy Administrator	Division:	Education

Primary Function: Provides educational services consistently on a day-by-day basis according to State Standards and Kituwah Preservation and Education Program policies and procedures. Ensures classroom activities, equipment, materials, and supplies are age and developmentally appropriate and that all areas of child development are addressed including social/emotional, physical, cognitive, self-help, and speech/language. Maintains a safe and healthy environment for children. Ensures that the Cherokee Language is spoken in the classroom at all times. Ensures lessons plans are presented in the Cherokee Language at all times.

Job Duties and Responsibilities:

- Greets parents, children, and other visitors in the classroom.
- Ensures children have access to fully supplied and equipped classroom.
- Provides age and developmentally appropriate learning environment for children enrolled in the immersion classroom.
- Develops and implements Individual Education Plans for children.
- Prepares, posts, implements lesson plans which address EIP's for all children including those with disabilities.
- Monitors and records progress of each child, and assists in preparing progress reports for parents.
- Arranges room appropriately to support healthy child development and environment.
- Works with parents to ensure each child reaches maximum potential while in the Immersion Program.
- Provides an environment of acceptance that support and respects gender, culture language, ethnicity, and family composition.
- Provides a balanced daily program of child-initiated and teacher-director activities including individual and small group activities in the Cherokee Language.
- Allows and enables children to independently use toilet facilities when it is developmentally appropriate and when efforts to encourage toilet training are supported by the parents, changes diapers of children who are not trained and changes clothing of children who are not trained, and changed clothing of children when accidental soiling occurs.
- Assists children as needed, with personal hygiene, washing face and hands, brushing teeth, brushing hair, etc.
- Encourages parents to become involved in the development of the program's curriculum, Cherokee Language and approach to child development and education.
- Provides parents with opportunities to increase their child's observation skills, and share assessment with parent that will help them plan the learning process.
- Encourages parents to participate in staff-parent conference and language classes.
- Encourages and supports social and emotional development by encouraging development that enhances each child's strengths by building trust: fostering independence :and encouraging self-

control by setting clear, consistent limits, by having realistic expectations, and by encouraging respect for the feelings of others.

- Encourages and supports parents in the language initiative.
- Plans routines and transition so they occur in a timely, predictable and casual manner, and according to each child's needs.
- Provides for the development of each child's cognitive and language skills by supporting each child's learning using various strategies including experimentation, inquiry, and observation.
- Ensures opportunities for children's creative self-expression through activities such as art, music, movement, dance, and dialogue.
- Promotes interaction and language use among children and between children and adults.
- Supports emerging the Cherokee Language, literacy and numerous developmental skills through materials and activities according to the development of child by providing sufficient time, indoor and outdoor, space, equipment, material, and adult guidance that support the child's academic development.
- Assists with serving meals and snacks, when necessary.
- Orders classroom supplies and equipment as necessary.
- Performs housekeeping duties such as vacuuming, disinfecting, mopping, etc. when necessary.
- Translates curriculum into the Cherokee language for use in daily lesson plans and activities.
- Washes clothing and other laundry as needed.
- Wears proper safety items, and clothing as necessary.
- Performs duties according to established safety guidelines and tribal policies.
- Must have CPR/ First Aid as required by State Regulations.
- Must have an annual physical.

**Education
/Experience:**

An Associate's degree in Early Child Development or related experience is preferred. Incumbent must be willing to attend all required training as required by the facility license, this includes Child Development I and II (college level coursework). The incumbent must be willing to submit to a thorough criminal records check and be approved to work with children. The incumbent must be a fluent speaker and/or pass a standardized language test to determine their level of fluency during the interview. 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. Three to six months is 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 Check Unit.

Job Knowledge:

- Must be a fluent in the Cherokee Language.
- Must have a thorough knowledge of the policies, procedures, guidelines and performance standards of the Kituwah Education Program and have a thorough knowledge of the policies, procedures, guidelines and performance standard of the North Carolina State Licensing.
- Must be familiar with the developmental stages of children. Requires an understanding of the physical, emotional, and psychological needs of children.
- Must know all applicable health, safety, and environmental rules, regulations and requirements.
- Skill in the use of all assigned equipment including: basic office equipment, cleaning, kitchen, and laundry equipment required.
- Must have good communication skills, both written and verbal.
- Must have computer skills and know specified software applications.
- Requires the ability to read and interpret educational materials, including; instructions, age appropriate literature, and songs.
- Requires the ability to develop lesson plans and creative activities.
- Must be familiar with Eastern Band of Cherokee culture, lifestyle and history.
- Requires the ability to maintain records, compile data, and complete reports.

- Must have knowledge of the written Cherokee Language.
- Must have or earn CPR and first aid Certification.
- Must have a valid North Carolina driver's license.

Contact with Others:

Interacts frequently with children, staff, and parents, 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.

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 details is required while planning, teaching, 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 and field trips include running climbing and more strenuous movement.

Environment:

Works both inside a classroom and outside whether on the playground or on a field trip. Exposed to potential contagious diseases: requires the use of standard precautionary procedures (OSHA).

Responsibility for Accuracy:

Most errors would be detected within subsequent procedures, testing, and review Activities. 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 & 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.