



## Eastern Band of Cherokee Indians Job Description

<b>Position ID Number:</b>	902516002	<b>Last Revised:</b>	10/11/17
<b>Position Title:</b>	Early Childhood Supervisor	<b>Department:</b>	Kituwah Preservation & Education Program
<b>Reports to:</b>	Kituwah Preservation & Education Manager	<b>Division:</b>	Community, Education & Recreation Services

**Primary Function:** Serves as the primary supervisor for preschool classrooms (0-5). The Early Childhood Supervisor "ECS" is responsible for working with internal and other program staff to ensure campus safety in classrooms and outdoor play areas. Works in cooperation with the program manager to ensure all meals meet and exceed USDA requirements. Ensures preschool services are provided in accordance to NC Child Development Standards, in-house policies and procedures, and EBCI Personnel Policies. Supervises and ensures classrooms, activities, equipment, materials, and supplies are age and developmentally appropriate. The ECS ensures all staff records are maintained in compliance with state standards and develops training and schedules to meet all education/professional development requirements. The ECS is primarily responsible for the maintenance of children's records. The ECS directly supervises the Lead Teacher/Family Partnership Coordinator and ensures opportunity for family involvement and student enrichment activities occur regularly that promote the language and the mission of the program.

**Job Duties/Responsibilities:**

- Supervise, monitor and provide assistance to preschool classroom teachers and teacher assistants for all classrooms.
- Collaborates with all early childcare staff to ensure rooms have adequate coverage and meet staff to child ratios, substituting when necessary.
- Compiles and prepares various reports such as time sheets, attendance of children, incident reports, accident reports, absenteeism, documentation forms, leave forms, playground inspections, lesson plans, etc.
- Must understand and be able to implement child development guidelines and procedures.
- Helps plan, organize and implement the education, philosophy, and plan for early childcare.
- Assist the program manager with the planning and scheduling of training for staff to ensure all in-service training and staff development is productive and meets the

licensing requirements.

Participate in the identified assessments for children ages 0-5 and others as designated by the manager or as determined by need.

Plans, organizes, and implements daily activities for children.

Serve as a substitute for teaching staff in the classroom when they are absent from the center, ensuring in the absence of the ECS that all rooms meet child to staff ratio.

Assists teaching staff with identified outcomes and ensure that each child is healthy and ready to learn upon his/her entry into kindergarten.

Prepare and submit weekly updates and present during scheduled staff meetings.

Plan, schedule, and coordinate public relation events to enhance family/facility partnership.

Assist with transportation service and make arrangements when necessary. Providing assistance to the Elementary Immersion Program upon request.

Conduct and assist staff with home visits to create and establish good working relationship with families.

Supervises the preparation, posting and implementation of lesson plans which addresses developmental and learning needs for all children including those with disabilities.

Assist teaching staff with conducting conferences concerning children and families.

Coordinate early childhood activities with the elementary principal and KPEP staff to ensure facility needs and proper staffing are met.

Works with parents to ensure each child reaches maximum potential while in the center.

Provide an environment of acceptance that supports and respects gender, culture, language, ethnicity, and family composition.

Allow and enable 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 the children who are not trained, and changes clothing of children when accidents occur.

Supports social and emotional development by encouraging developments that enhance 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 other.

Promote interaction and developing language use among children and between children and adults. Support literacy and language development through materials and activities according to the development level of each child's needs.

Promote each child's physical development by providing sufficient time, indoor and outdoor space, equipment, material, and adult guidance for active play and movement that support the development of gross motor skills according to each child's developmental level.

Provide training to parents to enable them to properly care for their children when necessary.

Monitors classrooms needs and orders classroom and office supplies when needed.

Communicates with program manager and housekeeping and other maintenance staff to ensure health and sanitation needs are met.

**Education/  
Experience:**

- A BS or BA degree is required in Education, Early Childhood Development, Birth to Kindergarten or other related field.
- One to two (1-2) year's experience with early childhood development is required.
- Incumbent will be required to obtain early childcare and early childcare administrator's credentials (Level 2 minimum) within 12 months of employment.
- Ability to communicate in Cherokee is preferred and classes will be required to develop proficiency.
- Must possess a valid NC Driver's license and be cleared by EBCI Risk Management to operate a tribal vehicle.

**Job Knowledge:**

- 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 including: basic office equipment, cleaning, kitchen and laundry 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 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 Indian culture, lifestyles and health risks.
- Requires the ability to maintain records, compile data, and complete reports.
- 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 become proficient in the Cherokee language and continue to improve their level during their employment.
- 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 Department of Education.
- Requires an understanding of the physical, emotional, and psychological needs of children.
- 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.
- Must have knowledge of the written Cherokee Language.

**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. 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 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 movements.

**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. 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. 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.