



Eastern Band of Cherokee Indians Job Description

Position ID Number:	025-4350-007 025-4350-008 025-4350-009 025-4350-010 025-4350-011 025-4350-012 025-4350-013	Last Revised:	07/27/2016
Position Title:	Elementary Immersion Instructor	Department:	Kituwah Preservation & Education
Reports to:	Elementary Administrator	Division:	Department of Education

Primary Function: The Elementary Immersion Instructor “Instructor” provides educational services consistently on a day-by-day basis according to NC Department of Education – Non Public Schools. Works closely with the certified teacher for the facilitation of classroom instruction. Assists in the development of lesson plans and activities in the Cherokee language. Is responsible for translation of materials in the classroom and works in collaboration with the Curriculum and Instruction department to ensure materials are properly translated. Serves in a leadership capacity in the absence of the licensed teacher, utilizing lesson plans that are prepared by the licensed teacher. Ensures children remain in the language through positive reinforcement and taking additional measures to encourage the language acquisition of the certified teacher. In cooperation with the teacher, creates a positive learning environment where Cherokee language is the primary method of instruction, with academic content being the basis of the language exchanged in all learning environments, including lunch and excursions. The Elementary Immersion Instructor “Instructor” partners with other fluent speakers to share curriculum, materials, lesson plans, and other language materials that will benefit all students.

Job Duties and Responsibilities:

- The Instructor ensures that all students are provided the attention they need to excel in the language.
- The instructor works closely with the Electronic Media Coordinator and other staff assigned to the maintenance of archival records to provide audio recordings of language materials, basic conversation and other items as requested.
- Incumbent is well versed in the subject matter they are providing instruction. They work as a team with the teacher, to ensure the content meets curriculum standards.
- Additionally, the Instructor works with the Curriculum and Instruction department to prepare assessments that are age appropriate.
- Provides age and developmentally appropriate learning environment for children enrolled in the immersion classroom.
- Participates in age appropriate assessments of children in the Cherokee Language.
- In coordination with the teacher, develops and implements lesson plans.
- Prepares, posts, implements lesson and individualization plans which address education needs for all children including those with disabilities.
- Assists teachers/assistants with labeling in classroom and instructional material for parents.
- Interacts with children and staff to create an environment that encourages both teacher and student to use the language.

- Works in a team instructional environment, where the academic content is conveyed in the language through the immersion instructor.
- Develops a communication system with the teacher/assistant to ensure the learning environment is Cherokee only.
- Assists and tutors students that need additional assistance with Cherokee.
- Is willing to mentor second language learners, after-school if necessary to assist children with homework or lessons.
- Shall work with second language learners on their language acquisition, one-on-one if necessary.
- Works with parents to ensure each child reaches maximum potential while in the Immersion Program.
- Attend parent-teacher conference with teacher/assistant, follows guidelines for sharing of information.
- 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-directed activities including individual and small group activities in the Cherokee Language.
- 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.
- Encourage parents to participate in staff/parent conference, home visits, 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.
- Provides language instruction that occur through 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, observation, play and exploration.
- 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 for active play and movement that support the development of gross skills according to each child's development level.
- Participates in peer review and communicates to the supervisor/manager on a regular basis the effort and growing language proficiency of the teacher.
- Assists teacher with assessing children's language development, preparing anecdotal notes and working with the teacher/assistant to develop action plans.
- Identifies students that require additional assistance with the language and works with the teacher to ensure students are provided with additional tutoring.
- Through training and research, utilizes creative play, demonstration, role-play, and other experiential learning to engage the children in the language in a positive manner.

- Performs duties according to established safety guidelines and tribal policies.
- Must have CPR / First Aid as required by State Regulations.
- Attends teacher training and other development programs to improve service delivery. This includes but is not limited to, advanced Cherokee grammar.
- Must have an annual physical.
- Will be required to attend all training offered by the program.

**Education/
Experience:**

An associate degree is preferred. A minimum of three years working in an immersion environment is required. Equivalent time teaching Cherokee language at other institutions shall be considered with 3 years minimum. 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 be a fluent speaker and/or pass a standardized proficiency exam and be at mid-intermediate level. 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.

Job Knowledge:

- Must be a fluent in the Cherokee Language or be mid-intermediate proficient.
- 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.
- Must be familiar with the developmental stages of children. Requires and 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.
- 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 Efforts:**

Close attention to details is required while planning, teaching, reaching, kneeling, bending, mental dexterity, and visual acuity. Must be able to speak and hear.

- Environment:** Works both inside a classroom and outside whether on the playground or on a field trip ensuring the environment meets NC sanitation requirements and the Division of Child Development. 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 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.