



## Eastern Band of Cherokee Indians Job Description

<b>Position ID Number:</b>	025-4200-009, 025-4200-023, 025-4200-027 025-4200-027, 025-4200-029, 025-4200-031 025-4200-033	<b>Last Revised:</b>	10/20/17
<b>Position Title:</b>	Academy Teacher	<b>Department:</b>	Kituwah Preservation & Education
<b>Reports to:</b>	Elementary Principal	<b>Division:</b>	Community, Education & Recreation Services

### Primary Function

Lead students towards the fulfillment of their potential for intellectual, emotional physical, and social growth. The Academy Teacher “teacher” will strive to implement and achieve the Academy’s mission while ensuring academic success of all students. The teacher will supervise all student activities, lesson plans, and extracurricular activities. Will provide guidance to the Elementary Immersion Instructor in the delivery of all instructional material.

### Job Description

Plans individually or cooperatively a program of study that meets the individual need interests, and abilities of students.

Assists in establishing department or grade level curriculum objectives and the development of the comprehensive plan for the implementation and evaluation of the objectives.

Creates a classroom environment that is conducive to learning and is culturally stimulating and enriching, this includes traditional dances and arts when appropriate.

Plans and implements field trips for students to enhance and increase learning environment.

Provides and guides students in experiential learning activities both in the classroom and in outdoor learning spaces.

Schedules elders to visit the classroom for storytelling that highlights and compliments lesson plans.

Participates in Kituwah Preservation & Education Program “KPEP” events to promote the program and share student successes with community.

Guides the Immersion Instructor in the development of study materials that can be taken home by students and parents.

Prepares student reports and schedules counseling sessions with parents as dictated by student performance.

Transport children upon request for field trips and other school related trips as necessary.

**Education/Experience** A bachelor's degree in Elementary Education is required. A Standard Professional 1 (SP1) or SP2 is preferred or be qualified for Lateral Entry as per the NC Department of Education. Previous experience working in an elementary classroom is preferred. Knowledge of spoken and written Cherokee is preferred. Experience working in a Cherokee language immersion environment is preferred. Incumbent must submit to the NC Division of Child Development Criminal Records Unit and be approved to work with children. A valid NC Driver's License is required.

**Job Knowledge** Must have an understanding of curriculum requirements for the specific grade/subject.  
Must be able to research, identify and implement new and trending curriculum and materials.  
Knowledge and experience in lesson plan development.  
Knowledge and experience in positive reinforcement, behavior and classroom management.  
Knowledge of both written and spoken Cherokee.  
Knowledge of total immersion classroom environments and dynamics.  
Must be able to incorporate Cherokee culture, history, and traditional dances in classroom activities and assignments.

**Complexity of Duties** This position involves a high degree of complexity due to primary responsibility of developing Cherokee language lesson plans and coursework. Work is performed with considerable latitude and independent judgment under the direction of the Elementary Principal. In addition, the teacher will coordinate and centralize language curriculum activities engaged in by the New Kituwah Academy. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Must have the ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. The teacher must balance the requirements of the standard course of study along with the mission of the Kituwah Academy to ensure that all goals are met.

Scope of Supervision	The teacher provides direction, guidance and classroom supervision for the Language Specialist or fluent speaker aid assigned to the classroom. Also provides instruction and guidance to student teaching staff and interns.
Responsibility for Accuracy	A high degree of accuracy in lesson plan development is required. Student's academic success depends on the teacher's ability to provide good judgment and lesson plans and exceed state objectives.
Contact with Others	The teacher has extensive significant contact with parents, students, other academy staff and the general public. The teacher must be able to take direction from the Elementary Principal and collaborate school activities with the Facilities and Early Childhood Administrator. Incumbent must also be able to give formal and public presentations to promote school to funding agencies, tribal council, and state officials.
Confidential Data	Has access to student records, memos, informal contract proposals, personnel files, and confidential cultural/ language resource information. Incumbent is in the position to authorize media releases and information for public knowledge. Must adhere to all tribal confidentiality policies and procedures as well as any adopted policies of the New Kituwah Academy.
Mental/Visual/ Physical Effort	Close concentration and attention to detail are required to perform most duties. Physical activities include sitting, walking, reaching, lifting (usually less than 20 pounds), reading, writing, speaking, driving, and hearing. Excellent reasoning skills and a high standard of moral and professional ethics are necessary elements. Activities are divided between working in a busy school office with a computer word processor, transcription recorder, and other office machinery and working with community projects under the scope of duties outline above.
Environment	The teacher works in a busy classroom environment. Frequently interacting with other academy staff, KPEP staff and the general public. Work may be stressful due to document development and classroom deadlines. Teacher works ten months or the duration of the regular academic calendar.