



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	901834501	<b>Last Revised:</b>	02/16/2018
<b>Position Title:</b>	Cultural Art Instructor	<b>Department:</b>	Graham County Indian Education
<b>Reports to:</b>	GCIE Manager	<b>Division:</b>	Snowbird/ Cherokee County Services

**Primary Function:** Will implement and achieve Graham County School System's mission while also being responsible for the supervision and coordination of the students in the classes offered. Will also be responsible for effectively organizing activities for all students and provide interesting Native American Arts and Crafts projects to help strengthen the student's appreciation of the history and culture of the Eastern Band of Cherokee Indians (EBCI).

**Job Duties and Responsibilities:**

- Interact with internal and external customers/ clients in a polite and professional manner.
- Provides instruction in the (EBCI) Arts and Crafts in a School setting.
- Must possess a working knowledge of many aspects of the (EBCI) Native Arts and Crafts such as, but not limited to: wood working, such as mask making, wood carving: basket making abilities: the pottery making process and bead working.
- Must be able to explain the history and purposes of the finished products to the students.
- Must be very knowledgeable of the safety procedures involved in all aspects of the Arts and Crafts Projects.
- Must possess the ability to organize class roster and arrive prompt for all classes.
- Must have the ability to keep attendance and have an up-to-date class roster at all times.
- Maintaining official records and ranking students as per their performance.
- Creates a classroom environment that is conducive to learning and is culturally stimulating and enriching, this includes traditional arts and crafts.
- 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 outdoor learning spaces.
- Creates and assists in creating materials for classroom use.
- Ensures students have access to fully supplied and equipped classrooms.
- Develops and implements Individual Lesson Plans/arts and crafts projects for students.
- Must assist students in their Senior Projects when they pertain to Native American Arts and Crafts.
- Ability to work effectively in a team as well as independently.
- Monitors and records progress of each child and prepares progress reports for parents.

<b>Education /Experience:</b>	<ul style="list-style-type: none"> <li>➤ Must have a High School Diploma or GED.</li> <li>➤ Must have at least 2 years' experience</li> <li>➤ Knowledge of Cherokee History and Culture as it pertains to Cherokee Arts and Crafts is required.</li> <li>➤ A minimum of two years' experience in the classroom setting is required.</li> <li>➤ Valid NC driver's license is required.</li> </ul>
<b>Job Knowledge:</b>	Must have understanding of the NC common core standards. Knowledge and experience in lesson plan development. Must have basic computer and printer skills, as well as copying skills, to produce supplemental activities to reinforce weekly lessons. Must have knowledge of Cherokee art history, and other related cultural facts for planning cultural educational activities. Must be able to incorporate Cherokee culture, history, and traditional arts and crafts in classroom activities and assignments.
<b>Complexity of Duties:</b>	This position involves a high degree of complexity due to primary responsibility of developing Cherokee Arts and Crafts lesson plans and coursework. Follows well defined procedures, guidelines, and program policies. Requires the ability to give attention to several duties simultaneously. Initiative is required to maintain accuracy, establish priorities and meet schedule time frames.
<b>Contact with Others:</b>	Interacts frequently with students, staff, and parents which require that a positive working relationship be maintained at all times. The Instructor must be able to take direction from the Graham County Indian Education Manager and Graham County Schools Administration. Must obtain and share information, respond to questions, and gain the cooperation of others.
<b>Confidential Data:</b>	Has access to highly confidential information (such as child physical health and health records, children's files, staff files, etc.) of students and their families which requires much discretion. Must follow all applicable confidentiality guidelines and tribal policies.
<b>Mental /Visual /Physical Effort:</b>	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. Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis.
<b>Environment:</b>	The Instructor works in a busy classroom environment, frequently interacting with students, parents, other staff, and the general public. Work may be stressful due to document development and classroom deadlines. Instructor works twelve months.
<b>Supervision Received:</b>	Works under the guidance of the GCIE Manager and Graham County Schools Administration where goals and objectives are clearly defined. Has latitude for daily planning of work in office setting. Refers unusual circumstances to the manager.
<b>Responsibility for Accuracy:</b>	A high degree of accuracy in lesson plan development is required. Students' academic success depends on the teacher's ability to provide good sound judgement and lesson plans that exceed state objectives.