



Eastern Band of Cherokee Indians Job Description

Position ID Number: 902743501	Last Revised: 12/09/2020
Position Title: Language Specialist	Department: SBCC Language & Cultural Program
Reports to: Program Manager	Division: Snowbird/Cherokee Co Services

Primary Function: Provides instruction in the Cherokee language to children in all the classrooms in the schools in Graham County. Assists teachers in providing education to children. Provides information to the families through newspapers articles and other publications about the Cherokee language revitalization initiative. Provides instruction through Cherokee workshops for families on the Cherokee language to encourage family support for the early education initiative.

Job Duties and Responsibilities:

- Provides instruction in the Cherokee language early education providers in the childcare center and secondary education.
- Assists teachers in providing education to children.
- Arranges to have written materials, language tapes, and instruction in each classroom to be used by the teacher.
- Provides information to the families through newspaper articles and other publications about the Cherokee language revitalization initiative.
- Provide instruction through workshops for families on the Cherokee language to encourage family support for the early education initiative.
- Spends 30 minutes a day in each classroom providing Cherokee Language Instruction.
- Assists in preparing Cherokee language lesson packets for the pre-school and school age classrooms.

Education /Experience: ➤ Associate's Degree in general educational or early childhood field preferred. Knowledge of Cherokee history and culture is preferred. Must be fluent/conversational Cherokee language speaker. Other Cherokee studies are desirable. One year working necessary to become proficient in this position.

Job Knowledge:

- Must know conversational Cherokee to make sure the correct translations are received from the Cherokee speaker. It is necessary, at times, to ask a Cherokee speaker the information needed, in Cherokee. Must be able to write in Cherokee or have a willingness to learn. Must have basic computer and printer skills, as well as copying skills, to produce supplemental activities to reinforce weekly lessons. Must have knowledge of native edible foods, medicines, games, music, art, and other related cultural facts for planning cultural educational activities. Must have knowledge of English and Cherokee grammar, or willingness to learn.

Complexity of Duties: Follows well defined procedures, guidelines, and program policies. Skills involve implementing a Cherokee lesson to pre-school and school age children. Requires the ability to give attention to several duties simultaneously. Initiative is required to maintain accuracy, establish priorities and meet schedule time frames.

Contact with Others:	Must be in constant contact with Cherokee speakers on a daily basis. Must have a good working relationship with area libraries, higher education institutions, Museum of the Cherokee archives, etc. Must be cordial and reasonably comfortable talking with people. Visitors and visiting groups come our way often. Must take advantage of the resources of the classroom teachers and pre-school staffs and their potential teaching of Cherokee. Will teach Cherokee lessons to pre-school and school age children in their classrooms daily.
Confidential Data:	A record for each child's needs is set up to keep attendance, class participation, and a note on how he seems to learn better. A notation on the progress of the individual child is to be kept in order to adapt lessons. Teacher comments and requests are kept on file so requests and concerns can be addressed on a timely basis.
Mental / Visual / Physical Effort:	The majority each day is spent teaching Cherokee language lessons to pre-school and school age children in a classroom setting additional time is spent researching and putting together activity packets for children.
Environment:	The Language Specialist researches for illustrations to supplement Pre-school Cherokee vocabulary in local libraries, Historical Association files, Museum archives, bookstores, libraries, etc.
Supervision Received:	Works under the guidance of the GCIE Manager where goals and objectives are clearly defined. Has latitude for daily planning of work in office setting. Refers unusual circumstances to the manager.
Responsibility for Accuracy:	The Language Specialist must check for accuracy in the activity preparations and illustrations for the pre-school and school age children. The Cherokee writing must be checked because most of the children will recognize Cherokee writing and will associate it with the word in English.
