



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	902543251, 902543252, 902543253, 902543254, 902543255, 902543256, 902543257, 902543258, 902543259 902545002 Part Time	Last Revised:	12/07/2018
Position Title:	Early Childhood Language Specialist Assistant	Department:	Kituwah Preservation & Education Program
Reports to:	Early Childhood Supervisor	Division:	Department of Education

Primary Function: Early Childhood Language Specialist (ECLSA) provides assistance and support to the Cherokee language immersion room and other language specialist teachers in achieving the goals, objectives, and performance standards of the New Kituwah Academy. Performs various duties in one on one and/or group activities which are educational, recreational, and developmental in nature.

Job Duties and Responsibilities:

- Interacts with internal and external clients/customers in a polite and professional manner.
- Participates in the development of Cherokee Language lesson plans and creative activities for New Kituwah participants.
- Assists, prepares, and implements lesson plans and related activities.
- Leads various activities such as circle time, recreation, singing, etc. as directed by the teacher.
- Cleans and/or sets up classroom for daily activities
- Assists and prepares materials and equipment for classroom use.
- Assists as needed throughout the center to ensure a safe, healthy environment for the children to enhance learning experiences.
- Provides one-on-one assistance to children as required.
- Fills in for teacher in event of absence.
- Assists children as needed with: personal hygiene, changing clothes, changing diapers, brushing teeth, washing hands, face, etc.
- Assists with the enforcement of New Kituwah policies, rules, procedures and performance standards.
- Oversees children at all times and ensures safety.
- Completes administrative reports (attendance, accident, etc.) as requested.
- Assists with preparation of classrooms for all activities, serves meals and snacks, and performs laundry duties as required.
- Meets with parents to review child's progress.
- Makes home visits as required.
- Performs duties according to established safety guidelines and tribal policy.
- Performs other duties as requested by supervisor.

Education /Experience:	<ul style="list-style-type: none"> • Completion of high school (or GED) is required. Subject related training and staff development courses are required to remain current in the field. • Completion of early childhood certifications and/or CDA is preferred. Early Childhood certifications must be attained within two years of hiring. Three to six months are required to become proficient in most phases of the job. • Must be certified to work with children by the NC Division of Child Development, Criminal Records Unit. • Valid NC driver's license is required.
Job Knowledge:	<ul style="list-style-type: none"> • 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 have knowledge of the Cherokee language and be familiar with the syllabary. • Must have a thorough knowledge of the policies, procedures, guidelines and performance standards of the child development program. 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 is required. • Must have computer skills and know specified software applications.
Contact with Others:	<p>Interacts frequently with children, staff, and parents requiring that a positive working relationship be maintained at all times. Tact, courtesy, and sensitivity to others are necessary. Must obtain/share information, respond to questions and gain the cooperation of others.</p>
Confidential Data:	<p>Has access to highly confidential information of program participants, their families, health, etc., which require much discretions. Must follow all applicable confidentiality guidelines and tribal policies.</p>
Mental /Visual /Physical Effort:	<p>Close attention to detail is required while planning lessons, teaching and supervising children. Physical requirements include walking, 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 include running, climbing and more strenuous movements. Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis.</p>
Environment:	<p>Classroom and outside conditions are present. Exposed to potentially contagious diseases requiring the use of standard precautionary procedures (OSHA).</p>
Resourcefulness and Initiative:	<p>Must follow well defined procedures, guidelines, and policies. Must use planning, creativity, resourcefulness and initiative to complete tasks efficiently. Problem solving and judgment are required to respond appropriately to situations.</p>