



Eastern Band of Cherokee Indians

ELEMENTARY IMMERSION INSTRUCTOR

Position Description

Program:	Kituwah Academy	Reports to:	Principal - Kituwah Academy
Division:	Education	Position Number:	902548001; 902548002; 902548003; 902548004; 902548005
Classification:	Non - Exempt	Revision Date:	10/01/2022
Pay Level:	11	Safety Sensitive:	No

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EB CI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

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.

ESSENTIAL DUTIES, FUNCTIONS, & 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.
- 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.
- 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.

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- 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 assistant 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-director 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 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.
 - Attends teacher training and other development programs to improve service delivery. This includes but is not limited to, advanced Cherokee grammar.
 - Must complete an annual physical.
 - Will be required to attend all training offered by the program.

Scope of Supervision:

This position is supervised by program leadership. This position is not responsible for supervising others.

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MINIMUM MANDATORY QUALIFICATIONS

Experience:	Three (3) years of related experience required. Experience working in an immersion environment and being a fluent or being a mid-intermediate proficient speaker of the Cherokee language.
Education:	Bachelor's Degree in related field required. Equivalent combination of education and experience may be in lieu of degree, with required related experience of an additional: 5 years with a High School Diploma/GED equivalent; or 3 years with an Associate's Degree.
Licenses & Certifications:	Valid, insurable NC Driver's License required. Must have CPR/First Aid as required by State Regulations.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Must have knowledge of Cherokee language and syllabary.
- 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.
- Required to be proficient to read and write in the syllabary within one (1) year in the position.
- Must maintain State required certifications, including CPR/First Aid.
- Must complete an annual physical.
- Three (3) to six (6) months is required to become proficient in most phases of the job.

Safety/Accuracy Focus:

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.

Key Relationships:

Interact with internal and external clients/ customers in a polite and professional manner. 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.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. 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.

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment.

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Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. 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.

Complexity of Duties:

This position includes completing tasks of varying complexity levels.

PREFERRED QUALIFICATIONS

Knowledge and ability to read and write in the syllabary preferred.

WORK ENVIRONMENT

Work 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).

**Mental/Visual/
Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. Close attention to details is required while planning, teaching, reaching, kneeling, bending, mental dexterity, and visual acuity. Must be able to speak and hear. Must complete an annual physical.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

Background Investigation: All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

Drug Screening: All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

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ACKNOWLEDGMENT

I have reviewed the content of the **Elementary Immersion Instructor** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date