



Eastern Band of Cherokee Indians

CHEROKEE LANGUAGE MASTER APPRENTICE

Position Description

Program:	Kituwah Preservation & Education Program	Reports to:	Adult Language Education Coordinator
Division:	Education	Position Number:	901644501; 901644502; 901644503; 901644504; 901644505; 901644506; 901644507; 901644508; 901644509; 901644510; 901644511; 901644512; 901644513; 901644514
Classification:	Non - Exempt	Revision Date:	9/30/2022
Pay Level:	5	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 EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

The primary function of a Cherokee Language Master Apprentice is to work cooperatively with all program participants, learners, and administration to develop a deep understanding of Cherokee heritage and culture through the learning of the Cherokee Language. An apprentice will endeavor to meet program language proficiency expectations by adherence to Cherokee Language Master Apprentice Program (KPEP) policy and procedure as well as full participation in each learning methodology. Each second language learner will seek to learn, utilize, and teach the language in an effort to perpetuate the Cherokee language. **Apprentice positions are limited to two (2) year engagement.** To complete the full two-year term of engagement an apprentice must meet quarterly language proficiency assessment expectations. If the expectations are not met, the apprentice shall be released.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Perform the tasks requested as a part of the course curriculum to enhance language acquisition.
- Shall maintain satisfactory attendance within the CLMAP and maintain compliance with all program, Divisional, and Tribal policies & procedures.
- Track training hours and report hours on attendance for provided by the Tribe.
- Advance the welfare of the Cherokee Language.
- Treat all program participants and CLMAP property with respect and assist them in language acquisition.
- Actively participate in all community engagements and learning activities.
- Conform to a casual dress code during normal classroom hours. However, during certain events or occasions, a different dress standard may be necessary.
- Engage with Cherokee Language Community members during community events, visiting with elders, public speaking events as well as other informal contact opportunities.

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- Must be willing to learn and utilize the Cherokee syllabary.
- Performs all other duties as requested by the Education Division.
- Performs other duties incidental to the job, as required.

MINIMUM MANDATORY QUALIFICATIONS

Experience: Must be 18 years of age.
Education: A high school diploma or GED required.

KNOWLEDGE, SKILLS, & ABILITIES

- Must be able to operate a computer, telephone, copy machine, and other office equipment. Requires the ability to organize work, deal with the public and communicate effectively, both orally and written.
- Must be able to work as a member of a team or independently.

Key Relationships:

Interact with internal and external customers/clients in a polite and professional manner. Also interacts frequently with Tribal employees on all levels, individually as well as during group meetings. Nature of contacts requires an extremely high degree of tact, diplomacy, and professional decorum. The nature of contacts involves Cherokee language discussion, exchange of information, and answering questions.

Resourcefulness & Initiative:

Follows well-defined policies and procedures. Common sense is required to maintain appropriate levels of safety and provide quality customer service at all times. Initiative and resourcefulness are used when answering public inquiries and/or directing questions to the appropriate source.

PREFERRED QUALIFICATIONS

Preference given to individuals with a Cherokee Language sharing background or focus.
 Preference given to applications from Cherokee when all other evaluation criteria are equal.

WORK ENVIRONMENT

Work Environment: Work is performed in a normal office environment with occasional visits to other sites and entities with exposure to traffic.

Mental/Visual/Physical Effort: Must be able to communicate both in writing and verbally. While performing the duties of this job, standing, walking, sitting, reaching, and bending are required. Must have manual dexterity, visual acuity and be able to speak and hear. This position is mostly sedentary, with extended periods of sitting at a desk and/or computer. Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis.

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

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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.*