



Eastern Band of Cherokee Indians

EARLY CHILDHOOD LANGUAGE SPECIALIST

Position Description

Program:	Kituwah Academy	Reports to:	Supervisor - Early Childhood
Division:	Education	Position Number:	902543210; 902543211; 902543212;
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 EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

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 Kituwah Academy, child development program. Performs various duties in one on one and/or group activities which are educational, recreational or developmental in nature.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Interacts with internal and external clients/customers in a polite and professional manner.
- Ensures children have access to fully supplied and equipped classroom.
- Provides age and developmentally appropriate learning environment for children enrolled in the immersion classroom.
- Develops and implements Individual lesson plans/activities for all children in their care.
- Works with parents to ensure each child reaches maximum potential while in the Immersion Program.
- Provides a balanced daily program of child-initiated and teacher-director activities including individual and small group activities in the Cherokee Language.
- Encourages and supports parents in the language initiative.
- Provides for the development of each child's cognitive and language skills by supporting each child's learning using various strategies including experimentation, inquiry, and observation.
- 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 that support the child's academic development.
- Performs duties according to established safety guidelines and tribal policies.
- Must have CPR/ First Aid as required by State Regulations.
- Must have an annual physical.

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) year of working in a childcare setting is required.
Education:	Associate's Degree in related field required or current Childhood Development Associates Credential (CDA)
Licenses & Certifications:	Valid, insurable NC Driver's License required. Completion of specified certification and/or CDA training is required. Must pass Cherokee Language Intermediate Level is required.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Must be at an Intermediate level in the Cherokee Language.
- 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 State Licensing.
- Must be familiar with the developmental stages of children. Requires an 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.
- Requires the ability to maintain records, compile data, and complete reports.
- Must have knowledge of the written Cherokee Language.
- Must have or earn CPR and first aid Certification.
- Three (3) to six (6) months would be necessary to become proficient in most aspects of the job.

Safety/Accuracy Focus:

Most errors would be detected within subsequent procedures, proofing and review activities. Failure to detect errors could have minimal results or be damaging to parent relations or the program evaluation.

Key Relationships:

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

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 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.

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. 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, their families, health, etc.,

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which require 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

No other preferred qualifications.

WORK ENVIRONMENT

Work Environment: Classroom and outside conditions are present. Exposed to potentially contagious diseases requiring 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 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.

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 **Early Childhood Language Specialist** 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