



Eastern Band of Cherokee Indians

EDUCATION TUTOR / GRADES 3-5

Position Description

Program:	Graham County Indian Education	Reports to:	Manager - Graham County Indian Education / School Principal
Division:	Snowbird & Cherokee County	Position Number:	901842002
Classification:	Non - Exempt	Revision Date:	12/18/2023
Pay Level:	8	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

Plans, coordinates and administers education plan for Native American school children in Robbinsville Elementary School, for the purpose of reinforcing positive behavior and organizational skills. Provides assistance as needed to maximize student opportunities for learning and progressing.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Develops objectives that are clearly Stated.
- Provides extra tutorial and reinforcement based on clearly identified objectives.
- Develops long range educational plans based on clearly identified objectives.
- Instructs and tracts all State competency objectives (as appropriate).
- Has materials, supplies, and equipment for each lesson ready at the start of the lesson instructional activity.
- Gets students on task quickly at the beginning of each lesson or instructional activity.
- Maintains a high level of student time- on-task.
- Demonstrates knowledge of the content for the subject or course instructing.
- Teaches content that is accurate.
- Demonstrate knowledge of various models and programs within the curriculum area.
- Demonstrates knowledge of the scope and sequence of the curriculum.
- Teaches appropriate to grade and/or developmental level of students.
- Teaches content that is relevant to student needs.
- Teaches all curricula mandated by Federal and State requirements and school board policies.
- Regularly assesses student performance by asking all students for written or oral answers, or other works products.
- Checks the performance of students during independent work, not just those who seek assistance or who volunteer to show work.
- Maintains reasonable, clearly communicated deadlines and previously established standard for student work.
- Uses different instructional styles and/or strategies appropriate to the concept being presented.
- Uses a variety of teaching methods and materials.
- Ability to apply impartially and consistently proper methods of recognition reward and punishment.
- Ability to make learning aids which will strengthen lesson plans.

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- Carries out non-instructional duties expected by the school.
- Utilizes personnel and resources for the school as appropriate.
- Complies with school policies and regulations. Adheres to established school calendar.
- Works cooperatively with school personnel and parents.
- Respects student, peer, parent, and community rights to privacy and maintains confidentiality at all times.
- Completes all reports according to established timelines. Establishes and maintains safe environment.
- Teaches Cherokee Language class, Middle School Cherokee Culture class when teacher is absent.
- Plans teaches and monitors the summer Cultural Arts program in a classroom setting.
- Performs duties according to establish safety and Tribal policy.

Scope of Supervision:

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

MINIMUM MANDATORY QUALIFICATIONS

Education: Associate's Degree from an accredited institute or 48 semester hours of transferrable coursework from an accredited college or university is required. Must have knowledge of the workings of the business of the Eastern Band of Cherokee Indians. Up to one year in the position would be necessary to become familiar and become proficient in most phases of the job.

Licenses & Certifications: Valid, insurable NC Driver's License required.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Must know general knowledge of the school organization and its community.
- Some knowledge of expected behavior of children, that is, basic characteristics of ages and stages.
- Ability to comprehend the purpose of teacher designed strategies as a fulfillment of the instructional objective.
- Must have basic computer and printer skills, as well as, copying skills to produce supplemental activities to reinforce daily and weekly lessons.
- Must have knowledge of native, edible food, medicine, games, music, art, Cherokee language, and other related cultural facts for planning cultural educational activities, educational cultural trips, or a willingness to learn for NAH Month.
- Must have knowledge of the workings of the business of the Eastern Band of Cherokee Indians.
- One (1) year is required to become proficient in most phases of the job.

Safety/Accuracy Focus:

Review of work and subsequent procedures would detect most errors. Undetected errors would require time and expense to research and could delay some phases of the recruiting activities. Most work is approved prior to submitting to others. Plans, coordinates, and administers education plan for Native American school children in Robbinsville Elementary School, for the purpose of reinforcing positive behavior and organizational skills. Provides assistance as needed to maximize student opportunities for learned and progressing. Assists in the transition from elementary school to middle school.

Key Relationships:

Interact with internal and external customers/clients in a polite and professional manner. Interacts frequently with coworkers and elementary students. Has outside contact with students, and their parents and family, guidance counselors, and other professionals, in the exchange of information and discussions. Nature of contacts requires the use of tact, courtesy, and etiquette to assure the maintenance of positive working relationships, parent teacher conference/meetings.

Resourcefulness & Initiative:

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

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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. A record for each child needs to be established to keep attendance, grades, class participation and a note on how he/she 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. Must adhere to all applicable State and Tribal confidentiality laws, policies, and procedures, Damage to the school's reputation and student relationships could result if information were disclosed improperly. Keeps confidential data regarding IEP & 504 records.

Complexity of Duties:

This position includes completing tasks of varying complexity levels. Deals with a wide range of situations requiring problem solving and creative thinking skills. Must be able to handle sensitive, confidential situations with students and/or their parents that require a fast response or course of action. Will meet with students and/or parents to discuss academic progress, behavior problems or attendance as necessary. Sits in on IEP & 504 meetings.

PREFERRED QUALIFICATIONS

No other preferred qualifications.

WORK ENVIRONMENT

- Work Environment:** Works in a normal classroom setting within the elementary in Graham County. Has minimal exposure to disagreeable working conditions.
- Mental/Visual/Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. Each day is spent checking on individual students meeting with teachers. Tutorial lessons are completed daily, reporting progress to teacher. Must be able to receive, investigate and try to follow through based on suggestions and/or referrals by teacher, principle, or parent. Is subject to frequent interruptions requiring varied responses. While performing duties of the job must be able to sit, reach, bend arms, and have manual dexterity. Visual acuity and the ability to speak and hear are required.

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 **Education Tutor / Grades 3-5** 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