



Eastern Band of Cherokee Indians

LITERACY/MULTI-CULTURAL COORDINATOR

Position Description

Program:	Qualla Boundary Early Head Start & Head Start	Reports to:	Manager - Education
Division:	Public Health & Human Services	Position Number:	945642504
Classification:	Non - Exempt	Revision Date:	10/01/2022
Pay Level:	10	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

Plans and coordinates all Literacy Center and multi-culture program/activities in support of the Qualla Boundary HS/EHS goals and objectives for educational enrichment of pregnant women, infants, toddlers and preschool children which support literacy development and multi-culture of children, parents, and staff in conjunction with total program efforts. Special emphasis placed on the Cherokee culture, history, and other background represented by enrolled participants. Cultural activities will promote cultural awareness, build respect for diversity, and pride for one's heritage.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Implements the activities of the FLP pertaining to the use of the Literacy Center including: library time for children resource time for staff; scheduled adult literacy activities; computer lab schedules; scheduled reading time for infants and toddlers; and other scheduled activities which are identified in the FLP.
- Sets up and maintains a well-organized Literacy Center with resources and services which include: weekly story time for infants, toddlers, and preschoolers; individualized assistance and instruction in library procedures such as checking out books, resources, available, etc.; computer lab, use and assistance; scheduled activities for parents and staff; implement and plan for Mother Read for pregnant women or mothers of infants and toddlers; and Media Center (VCR/DVD, TV, Overhead Projector, and Listening Center) with developmentally appropriate films, tapes, etc.
- Develops and implements lesson plans weekly.
- Plans, coordinates, and presents children's special activities and reading programs.
- Reviews, selects, and orders children's books and materials in support of pregnant women, infants, toddlers and preschool activities.
- Processes books and materials into Literacy Center system.
- Develops and implements a multi-culture program to meet such identified needs which include: activities for classrooms with an emphasis on background cultures of currently enrolled children; activities for classrooms to develop awareness and respect for all cultures and the differences of people from those cultures; activities for families which relate to awareness and respect for all cultures; activities for implementing a total immersion classroom for preserving the Cherokee language and culture; and identifying traditional dress, foods, legends, and other aspects of the Cherokee culture.
- Responds and coordinates special requests and expressed interests of enrolled members to conduct various cultural activities.
- Prepares and submits an article to the One Feather newspaper.

Position Description

- Prepares and distributes a newsletter.
- Serves as a bus monitor.
- Assists at the front desk and in classrooms as needed.
- Maintains a neat and orderly work area; keeping library materials straight and organized, dusting, removing trash, etc.
- Performs duties according to established safety procedures and Tribal policy.

Scope of Supervision:

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

MINIMUM MANDATORY QUALIFICATIONS

Experience:	Two (2) years of related experience required. Experience to include early childhood development and education.
Education:	Associate's Degree in related field required.
Licenses & Certifications:	Valid, insurable NC Driver's License required. Proof of vaccination status is required by Head Start Performance standards. All Head Start and Early Head Start staff are required to be fully vaccinated by January 31, 2022.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Must complete specialized training in Library Science.
- Must be familiar with the policies, procedures, goals, and objectives of the Literacy Center and Multi-Cultural program and its services.
- Must be familiar with the principles, practices, and techniques of library systems and operations.
- Requires the ability to plan, coordinate, and present infant/toddler and preschool special interest programs and adult literacy programs.
- Requires the ability to stimulate interest in reading and other library activities.
- Must have a thorough knowledge of the EBCI culture, history, language, and special interests.
- Must have good communication skills, both written and verbal.
- Must have the ability to make group presentations such as storytelling, crafts related activities, etc.
- Must be familiar with the various phases of early childhood development.
- Requires the ability to establish and maintain effective working relationships with children, parents, and the HS/EHS staff.
- Must have basic clerical and computer skills.
- Requires the ability to maintain records, files, and logs and compile reports in support of Literacy Center operations.
- Requires skill in the use of Literacy Center equipment such as copier, fax, microfilm reader, TV, VCR/DVD, calculator, audio visual equipment, etc.
- Up to nine (9) to twelve (12) months in the position would be required to become proficient in most phases of the job.

Safety/Accuracy Focus:

Proofing and editing procedures would detect most errors. Failure to properly respond to questions and assist Literacy Center participants could have negative results and cause confusion or delays.

Key Relationships:

Interacts frequently with children, parents, and coworkers in the exchange of information. A positive public image must be maintained at all times. Nature of contacts requires the use of tact, courtesy, and business etiquette.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. Must use judgment and be resourceful in analyzing situations quickly and responding appropriately. Initiative is required to maintain accuracy and work efficiently.

Position Description

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 information which is confidential. Must adhere to all applicable Tribal confidentiality policies. Has access to children's files.

Complexity of Duties:

This position includes completing tasks of varying complexity levels.

PREFERRED QUALIFICATIONS

No other preferred qualifications.

WORK ENVIRONMENT

- Work Environment:** Works in a normal business office environment which has children's groups, creating slightly above average noise levels.
- Mental/Visual/
Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. Level of concentration varies with duties from intense to general. Subject to frequent interruptions, this requires varied responses and follow through. Must give attention to several activities concurrently. Physical requirements of the job include sitting, mobility, reaching, bending, light lifting, manual dexterity, visual acuity, and the ability to speak and hear.

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.

LITERACY/MULTI-CULTURAL COORDINATOR

Position Description

ACKNOWLEDGMENT

I have reviewed the content of the **Literacy/Multi-Cultural Coordinator** 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