



# Eastern Band of Cherokee Indians

## TEACHER - KITUWAH ACADEMY

### *Position Description*

<b>Program:</b>	Kituwah Academy	<b>Reports to:</b>	Principal - Kituwah Academy
<b>Division:</b>	Education	<b>Position Number:</b>	902548501; 902548502; 902548503; 902548504; 902548505; 902548506; 902548507
<b>Classification:</b>	Non - Exempt	<b>Revision Date:</b>	10/01/2022
<b>Pay Level:</b>	12	<b>Safety Sensitive:</b>	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

Lead students towards the fulfillment of their potential for intellectual, emotional, physical, and social growth. The Academy Teacher "teacher" will strive to implement and achieve the Academy's mission while ensuring academic success of all students. The teacher will supervise all student activities, lesson plans, and extracurricular activities and will provide guidance to the Language Specialists and other classroom assistants in the delivery of all instructional material.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Plans individually or cooperatively a program of study that meets the individual needs, interests, and abilities of academy elementary age students.
- Assists in establishing department or grade level curriculum objectives and the development of the comprehensive plan for the implementation and evaluation of the objectives.
- Supports ongoing student skill development in language and technology.
- Creates a classroom environment that is conducive to learning and is culturally stimulating and enriching, this includes traditional dance and arts when appropriate.
- Plans and implements field trips for students to enhance and increase learning environment.
- Provides and guides students in experiential learning activities both in the classroom and in outdoor learning spaces.
- Schedules elders to visit the classroom for storytelling that highlights and compliments lesson plans.
- Participates in Kituwah Preservation & Education Program "KPEP" events to promote program and share student successes with community.
- Guides the instructional assistant, Language Specialist and/or classroom aid in the development of study materials that can be taken home by students and parents.
- Creates and assists in creating materials for classroom use.
- Communicates and provides lessons during school day performed solely in Cherokee (including spoken and written).
- Maintains updated requirements for NC teaching license.
- Collaborates with fellow teaching staff to create integrated curriculum.
- Prepares student reports and schedules counseling sessions with parents as dictated by student performance.

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### Scope of Supervision:

This position is supervised by program leadership. The teacher provides direction, guidance and classroom supervision for the Language Specialist or fluent speaker aid assigned to the classroom. Also provides instruction and guidance to student teaching staff and interns.

### MINIMUM MANDATORY QUALIFICATIONS

<b>Experience:</b>	Two (2) years of related experience required. Experience in an elementary classroom and lesson plan development.
<b>Education:</b>	Bachelor's Degree in related field required.
<b>Licenses &amp; Certifications:</b>	Valid, insurable NC Driver's License required. Must possess a valid NC teaching certificate covering appropriate areas of responsibility or obtain within 3 years. Must pass Essential Language Skills - Level 1 within 1 year of employment..

### KNOWLEDGE, SKILLS, & ABILITIES

#### Key Job Knowledge:

- Must have an understanding of the State of NC Common Core Standards K-12.
- Knowledge and experience in lesson plan development.
- Knowledge of both written and spoken Cherokee and total immersion classroom environments and dynamics.
- Must be able to incorporate Cherokee culture, history, and traditional dances in classroom activities and assignments.

#### Safety/Accuracy Focus:

A high degree of accuracy in lesson plan development is required. Students' academic success depends on the teacher's ability to provide good sound judgment and lesson plans that exceed State objectives.

#### Key Relationships:

Interact with internal and external customers/clients in a polite and professional manner. The teacher has extensive significant contact with parents, students, other academy staff and the general public. The teacher must be able to take direction from the K.A.A. and Board of Trustees. The teacher will frequently interact with New Kituwah administration and may be assigned to work with a teacher mentor. Incumbent must also be able to give formal and public presentations to promote school to funding agencies, Tribal Council, and State officials.

#### Resourcefulness & Initiative:

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

#### 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 all department files, memos, informal contract proposals, personnel files, and confidential cultural/language resource information. Incumbent is in the position to authorize media releases and information for public knowledge. Must adhere to all Tribal confidentiality policies and procedures as well as any adopted policies of the Kituwah Academy.

#### Complexity of Duties:

This position includes completing tasks of varying complexity levels. This position involves a high degree of complexity due to primary responsibility of developing Cherokee language lesson plans and coursework. Work is performed with considerable latitude and independent judgment under the direction of the Kituwah Academy Administrator and New Kituwah Board of Trustees. In addition, the teacher will coordinate and centralize language curriculum activities engaged in by the Kituwah Academy. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Must have the ability to exercise independent judgment to adopt or modify the methods and standards to meet variations in assigned objectives. The

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teacher must balance the requirements of the common core along with the mission of the Kituwah Academy to ensure that all goals are met.

PREFERRED QUALIFICATIONS

Experience working in a Cherokee language immersion environment is preferred.

WORK ENVIRONMENT

**Work Environment:** The teacher works in a busy classroom environment, frequently interacting with parents, students, other academy staff, Kituwah Preservation & Education staff and the general public. Work may be stressful due to document development and classroom deadlines. Teacher works ten months or the duration of the regular New Kituwah Academy academic school year.

**Mental/Visual/Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. Physical activities include sitting, walking, reaching, lifting (usually less than 20 pounds), reading, writing, speaking, driving, and hearing. Close concentration and attention to detail are required to perform most duties. Excellent reasoning skills and a high standard of moral and professional ethics are necessary elements. Activities are divided between working in a busy school office with a computer word processor, transcription recorder, and other office machinery and working with community projects under the scope of duties outline above.

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 **Teacher - Kituwah Academy** 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)*

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*Employee (signature)*

\_\_\_\_\_  
*Date*

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*Supervisor (printed name)*

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*Supervisor (signature)*

\_\_\_\_\_  
*Date*