



Eastern Band of Cherokee Indians

SUPERVISOR - ADULT LANGUAGE

Position Description

Program:	Kituwah Preservation & Education Program	Reports to:	Manager – KPEP
Division:	Community, Education & Recreation Services	Position Number:	901616001
Classification:	Non Exempt	Revision Date:	10/15/2024
Pay Level:	12	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

Works in tandem with the Manager to oversee and assist with the creation of all policies and procedures, needed for the adult language program. Facilitates the creation and implement curriculum and other adult language programs assigned, ensuring the program is meeting established proficiency goals as planned. Continuously monitors second-language learner growth and records data. Conducts research throughout Indian country and with other second-language programs to enlist the latest ideas and methodology. For the purposes of posterity, prepares reports, assessments, and other data to be maintained in the archive for research purposes. This position is also responsible for the supervision of the Adult Language Educators and Language Apprentice positions.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Recruit and enlist participants into the language programs.
- Establish a system of monitoring and reporting results of each individual participant.
- Establish individual benchmarks for students, mapping progress, providing additional mentoring when necessary.
- Submit copies of student assessments with employee evaluations to EBCI Human Resources in a timely manner as required by EBCI policy.
- Prepares written materials, language tapes, and instruction in each classroom to be used in the classroom.
- Required to submit all teaching and learning strategies, lesson plans, and materials developed during instruction for curriculum development.
- In coordination with language partners, identify staffing needs and levels of proficiency needed to fulfill language objectives and goals.
- Continuously monitor results, cataloging and reporting findings to administration (Manager and other language partners as assigned).
- Provide classroom coverage for Adult Language Educator as needed.
- Mediate the needs of Cherokee Speakers between staff, and learners.
- Communicate regularly with the language partners new and relevant teaching methods.
- Establish connections among Tribes across the country to seek relevant and expert advice.
- Prepare presentations for the general public on program happenings as well as promotional material for distribution.
- Maintain regular and consistent communication with language team, reporting findings and contributing suggestions for improvement.
- Ensure participants and staff have the training necessary to reach their established performance goals.

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- Create an environment that promotes a positive learning environment for adult learners.
- Maintain attendance records for accountability, serving as a role model for participants and staff.
- Communicate regularly with the sister Tribe in Oklahoma for the sharing of resources and information.

Scope of Supervision:

Supervises Adult Language Educators and students/apprentices. Also directs the Adult Language Educators in their instruction. Works under the supervision of Manager - KPEP

MINIMUM MANDATORY QUALIFICATIONS

Experience: One (1) year of related experience required. Experience to include serving in a leadership capacity to include prior experience working with adult learners or in a team environment.

Education: Bachelor's Degree required. Equivalent combination of education and experience may be in lieu of degree, with required related experience of an additional: 5 years with a High School Diploma/GED equivalent; or 3 years with an Associate's Degree. Knowledge and ability to read and write in the syllabary will be required to be proficient within one year in the position.

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

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Knowledge in the Cherokee language or at least an intermediate level of proficiency in the Cherokee language.
- Need to have excellent communication and writing skills.
- Report and gathering of statistical information. Digital archive and data entry.
- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply concepts such as fractions, percentages, and ratios.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Must have a basic knowledge of audio and video recorders and proficient in Word, Excel, and Outlook.
- The incumbent must be willing to submit to a thorough criminal records check and be approved to work with children by the NC Division of Child Development, Criminal Records Unit.
- The incumbent must submit to a proficiency exam upon hiring and be required to submit to additional proficiency exams every six months to assess language and growth.
- Knowledge and ability to read and write in the syllabary is preferred and will be required to be proficient within one year in the position.
- Three (3) to six (6) months is required to become proficient in most phases of the job.

Safety/Accuracy Focus:

Most errors would be detected within subsequent procedures, testing, and review. Failure to detect errors could have minimal results or be damaging to parent relations of the program or could be damaging to the program's reputation.

Key Relationships:

Interacts frequently with other language staff and outside agencies and Tribes which requires that a positive and professional working relationship be maintained at all times. Tact, courtesy, and sensitivity to others are necessary. Must obtain and share information, respond to questions, and gain the cooperation of others. Must establish a rapport with immersion families and staff. The position requires a positive attitude that is demonstrated at all times. Gossip among co-workers is not tolerated. Must be an advocate for the program within the community.

Resourcefulness & Initiative:

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Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. Must follow well-defined procedure guidelines, and policies, but has some latitude in the presentation of the lesson. 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 and their families, which requires 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

Experience working with other Tribes or minority groups is preferred. Experience working with the elderly/senior citizens is preferred. Graduate of Dadinwonisi or Cherokee Language Master Apprentice Programs will receive preference.

WORK ENVIRONMENT

- Work Environment:** Works inside the majority of the time. Work in the field or at locations designated for learning or situational learning will be sporadic. Will be required to work with individuals in their home when recording or working with students and elders in their home.
- 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, teaching, reaching, kneeling, bending, mental dexterity, and visual acuity. Must be able to speak and hear. Will be required to provide assistance to elders in transportation, attendance and or events.

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.*

ACKNOWLEDGMENT

I have reviewed the content of the **Supervisor – Adult Language** 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