



# Eastern Band of Cherokee Indians

## EARLY CHILDHOOD LANGUAGE SPECIALIST ASSISTANT

### *Position Description*

<b>Program:</b>	Kituwah Academy	<b>Reports to:</b>	Supervisor - Early Childhood
<b>Division:</b>	Education	<b>Position Number:</b>	902547001; 902547002; 902547003; 902547004; 902547005; 902547006; 902547007; 902547008; 902547009 902545002 PT
<b>Classification:</b>	Non - Exempt	<b>Revision Date:</b>	10/01/2022
<b>Pay Level:</b>	9	<b>Safety Sensitive:</b>	No
<b>PERFORMANCE EXPECTATIONS</b>			

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 EBKI 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**

- Participates in the development of Cherokee language lesson plans and creative activities for New Kituwah participants.
- Assists, prepares, and implements lesson plans and related activities.
- Leads various activities such as circle time, recreation, singing, etc. as directed by the teacher.
- Cleans and/or sets up classroom for daily activities.
- Assists and prepares materials and equipment for classroom use.
- Greets children/parents and other classroom visitors.
- Assists as needed throughout the center to ensure a safe, healthy environment for the children to enhance learning experiences.
- Facilitates transition for children through preparation, explanation and providing necessary support to minimize the negative impact.
- Provides one-on-one assistance to children as required.
- Fills in for teacher in event of absence.
- Assists children as needed with: personal hygiene, changing clothes, changing diapers, brushing teeth, washing hands, face, etc.
- Assists with the enforcement of New Kituwah policies, rules, procedures and performance standards.
- Oversees children at all times.
- Completes administrative reports (attendance, accident, etc.) as requested.
- Assists in the preparation of classroom for naptime, etc.

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- Meets with parents as requested to review child's progress.
- Makes home visits as required.
- Performs laundry duties as required.
- Assists with serving meals and snacks.
- Rides bus and assists with children as required field trips, etc.
- Dispenses medications as directed.
- Ensures the safety of all children in my care daily.
- Maintains a neat and orderly work area.
- Sanitizes toys, tables, floors, changes sheets, etc.
- Performs duties according to established safety guidelines 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:** One (1) year of related experience required.

**Education:** Associate's Degree in related field required. Equivalent combination of education and experience may be in lieu of degree, with required related experience of an additional: 3 years with a High School Diploma/GED equivalent.

**Licenses & Certifications:** Valid, insurable NC Driver's License required. Completion of specified certification and/or CDA training is required. Must pass Cherokee Language Essential Skills - Level I within 1 year of hire.

### KNOWLEDGE, SKILLS, & ABILITIES

#### Key Job Knowledge:

- Must have knowledge of Cherokee language and syllabary.
- Must have a thorough knowledge of the policies, procedures, guidelines and performance standards of the child development program.
- Must be familiar with the developmental stages of children.
- Must know all applicable health, safety and environmental rules, regulations and requirements. Skill in the use of all assigned equipment is required.
- Must have good communication skills both written and verbal.
- Must have computer skills and know specified software applications.
- Requires the ability to assist in the development of lesson plans and creative activities.
- Must be familiar with the Eastern Band of Cherokee.
- Must complete subject related training and staff development courses to remain current in the field.
- 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

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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., 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.*

# EARLY CHILDHOOD LANGUAGE SPECIALIST ASSISTANT

## Position Description

### ACKNOWLEDGMENT

I have reviewed the content of the **Early Childhood Language Specialist Assistant** 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*