



# Eastern Band of Cherokee Indians

## ADULT LANGUAGE EDUCATOR

### *Position Description*

<b>Program:</b>	Kituwah Preservation & Education Program		<b>Reports to:</b>	Supervisor - Adult Language
<b>Division:</b>	Community, Education & Recreation Services		<b>Position Number:</b>	901643503; 901643504; 901643505
<b>Classification:</b>	Non Exempt		<b>Revision Date:</b>	10/15/2024
<b>Pay Level:</b>	11		<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

Provides instruction in the Cherokee language to the adult program students. The goal of language program is to provide total Cherokee language immersion for adults who can then provide further language services elsewhere in the Tribe. The focus of this position is to provide language education in the context of normal daily functions to expedite language retention, therefore and advanced or fluent speaker is necessary to fill this role. The adult language educator will assist scheduling, programing, and curriculum development. The position is responsible for providing accurate language instruction during the culturally appropriate activities scheduled. The educator will oversee all apprentice activities, lesson plans, and extracurricular activities and other classroom assistants in the delivery of all instructional material. The position is responsible for providing accurate language instruction during the culturally appropriate activities scheduled.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Provide instruction in the Cherokee language to all students and creates a classroom environment that is conducive to learning.
- Interact with and assist the Supervisor and / or Manager in providing language immersion needs.
- Work with supervisor to prepare grant request and reports.
- The educator works to assist in the maintenance and archival of records to provide audio recording of language materials, basic conversation, and other items as required.
- The incumbent works as a team with the supervisor to provide beneficial curriculum to students.
- Will meet programmatic needs such as travel arrangements, food preparation, and other day to day requirements.
- Train and obtain research on best practices for language immersion needs.
- 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.
- Provide a developmentally safe and appropriate learning environment.
- Prepares, posts, implements lesson and individualization plans which address language retention needs of all students.
- Evaluates student progression of language performance through the program. Submit student progression with evaluations to Human Resources.
- Works in a team instructional environment, with the supervisor and language contractors, to convey culturally appropriate language immersion instruction.

## Position Description

- Answers questions about language and mentors second language learners to provide one-on-one as well as team-based instructions.
- Provides an environment of acceptance that support and respects gender, culture language ethnicity, and family composition.
- Participates in peer review and communicates to the supervisor/ manager on a regular basis the effort and growing language proficiency of the Adult Learners.
- Performs duties according to established safety guidelines and Tribal policies.
- Attends teacher training and other development programs to improve service delivery. This includes but is not limited to, advanced Cherokee grammar.
- Will be required to attend all training offered by the program.
- Provides information to the families through newspaper articles and other publications about the Cherokee language revitalization initiative.
- Provide instruction through community workshops on Cherokee language..
- Monitor and track language learners and speakers' time.
- Responsible for reporting violations of any internal policy, EBCI policy, etc. to the Supervisor.

### Scope of Supervision:

Works under the guidance of the SCCS Language & Cultural Program Supervisor where goals and objectives are clearly defined. Has latitude for daily planning of work and instruction.

### MINIMUM MANDATORY QUALIFICATIONS

<b>Experience:</b>	One (1) year of related experience required.
<b>Education:</b>	High School Diploma or GED Equivalent required. Knowledge and ability to read and write in the syllabary will be required to be proficient within one year in the position.
<b>Licenses &amp; Certifications:</b>	Valid, insurable NC Driver's License required.

### KNOWLEDGE, SKILLS, & ABILITIES

#### Key Job Knowledge:

- Knowledge in the Cherokee language or be mid-intermediate proficiency to make sure the correct translations are received from the Cherokee speaker. It is necessary, at times, to ask a Cherokee speaker the information needed, in Cherokee.
- Need to have moderate computer and printer skills, as well as copying skills, to produce supplemental activities to reinforce weekly lessons. Must have knowledge or be willing to gain knowledge of native edible foods, medicines, games, music, art, and other related cultural facts for planning cultural educational activities.
- Must have a thorough knowledge of the policies, procedures, guidelines applicable to the program.
- One (1) year is required to become proficient in most phases of the job.

#### Safety/Accuracy Focus:

The Language Educator must check for accuracy in the activity preparations and student evaluation/monitoring. The Cherokee writing must be checked for accuracy.

#### Key Relationships:

Interact with internal and external clients/customers in a polite and professional manner. Must be in constant contact with Cherokee speakers on a daily basis. Must have a good working relationship with all language educators, with EBCI cultural resources, area libraries, higher education institutions, Museum of the Cherokee archives, etc. Must be cordial and reasonably comfortable talking with people. Will provide Cherokee language immersion to adult second language learner students. Interacts in a positive and professional way so that an appropriate working relationship is maintained at all time with students, staff, and contractors.

## Position Description

### 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. A notation on the progress of the individual student is to be kept adapting lessons. Language Educator comments and requests are kept on file so requests and concerns can be addressed on a timely basis. 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. Follows well defined procedures, guidelines, and program policies. Skills involve implementing a Cherokee language immersion to adult second language learner students. Requires the ability to give attention to several duties simultaneously. Initiative is required to maintain accuracy, establish priorities, and meet schedule time frames.

### PREFERRED QUALIFICATIONS

Knowledge of Cherokee history and culture is preferred. Knowledge and ability to read and write in syllabary is preferred. Graduate of Dadinwonisi or Cherokee Language Master Apprentice Programs will receive preference.

### WORK ENVIRONMENT

- Work Environment:** Works both inside a classroom and outside to provide instruction. Ensures safe and sanitary environment. Understands and requires 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, teaching, reaching, kneeling, bending, mental dexterity, and visual acuity. Must be able 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.*

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### ACKNOWLEDGMENT

I have reviewed the content of the **Adult Language Educator** 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*