

# POSITION DESCRIPTION

## Cherokee Language Instructor

Revision Date: 05/05/2016

<b>Reports to:</b>	Director of Culture; Cherokee Language Coordinator
<b>Supervises:</b>	N/A
<b>General Description of Duties (Knowledge, Skills and Abilities):</b>	
To plan, organize and present instruction and instructional environments which help students learn subject matter and skills that will contribute to their educational and social development.	
<b>Salary Level</b>	
Minimum Level 3A – pursuant to Cherokee Central Schools Salary Schedule	
<b>Fair Labor Standards Act Status</b>	
Exempt	
<b>Qualifications/Experience</b>	
Minimum Qualifications: Must have an Associate's Degree or two years (48 semester hours) of study at an institute of higher education. The instructor must have experience working with students.	
<b>Major Functions</b>	
<p>1. <b><u>Major Function: Planning</u></b></p> <ul style="list-style-type: none"> <li>• Develops objectives that are clearly stated.</li> <li>• Plans daily lessons based on clearly identified objectives.</li> <li>• Develops long-range instructional plans based on clearly identified objectives.</li> <li>• Instructs and tracts all state competency objectives (as appropriate).</li> </ul>	
<p>2. <b><u>Major Function: Management of Instructional Time</u></b></p> <ul style="list-style-type: none"> <li>• Has materials, supplies, and equipment for lesson ready at the start of the lesson or instructional activity.</li> <li>• Gets the class started quickly.</li> <li>• Gets students on task quickly at the beginning of each lesson or instructional activity.</li> <li>• Maintains a high level of student time-on-task.</li> </ul>	
<p>3. <b><u>Major Function: Management of Student Behavior</u></b></p> <ul style="list-style-type: none"> <li>• Has established or maintains a set of rules and procedures that govern the handling of routine administrative matters.</li> <li>• Has established or maintains a set of rules and procedures that govern student verbal participation and talk during different types of activities, whole class instruction, small group instruction and so forth.</li> <li>• Has established or maintains a set of rules and procedures that govern student movement in the classroom during different types of instructional and non-instructional activities.</li> <li>• Frequently surveys the class visually during whole-class, small group, and seat work activities and during transitions between instructional activities.</li> <li>• Stops inappropriate behavior promptly and consistently.</li> </ul>	
<p>4. <b><u>Major Function: Instructional Presentation</u></b></p> <ul style="list-style-type: none"> <li>• Assigns tasks and asks questions that students handle with a high rate of success.</li> <li>• Begins lesson or instructional activity with a review of previous material.</li> <li>• Introduces the lesson or instructional activity.</li> <li>• Summarizes the main point(s) of the lesson at the end of the lesson or instructional activity.</li> <li>• Presents the lesson or instructional activity using concepts and language understandable to the students.</li> <li>• Makes sure that the assignment is clear.</li> <li>• Provides relevant examples and demonstrations to illustrate concepts and skills.</li> </ul>	

- Speak fluently and precisely.
- Makes transitions between lessons and between instructional activities within lessons efficiently and smoothly.
- Conducts lessons or instructional activity at a brisk pace, slowing presentations when necessary for student understanding but avoiding unnecessary slowdowns.
- Points out the relationship between currently studied concepts and underlying concepts previously studied.

5. **Major Function: Curriculum**

- Demonstrates knowledge of the content for the subject or course instructing.
- Teaches content that is accurate.
- Demonstrates knowledge of various models and programs within the curriculum area.
- Demonstrates knowledge of the scope and sequence of the curriculum.
- Teaches content appropriate to grade and/or developmental level of students.
- Teaches content that is relevant to student needs.
- Teaches all curricula mandated by federal and state requirements and school board policies.

6. **Major Function: Instructional Monitoring**

- Regularly assesses student performance by asking all students for written or oral answers, or other work products.
- Moves around the room and checks the performance of students during independent work, not just those who seek assistance or who volunteer to show work.
- Maintains reasonable, clearly communicated deadlines and previously established standards for student work.

7. **Major Function: Instructional Feedback**

- Provides student with feedback on the correctness or incorrectness of in-class performance or written work.
- Affirms a correct oral answer quickly, even tacitly.
- Provides sustaining feedback after an incorrect answer or no response by probing, repeating the question, giving a clue, or simply allowing more time.

8. **Major Function: Student/Teacher Rapport**

- Instructor is readily approached by students regarding problems or questions.
- Demonstrates patience with students and student requests.
- Distributes his/her attention to all students in the class rather than just a few students.
- Listens to students' comments and questions.

9. **Major Function: Instructional Variation**

- Uses different instructional styles and/or strategies appropriate to the concept being presented.
- Responds to questions by offering varied illustrations.
- Uses a variety of teaching materials.

10. **Major Function: Evaluation**

- Develops test/evaluation instruments or procedures based on instructional objectives.
- Utilizes test/evaluation results for diagnostic and/or instructional purposes.

**11. Major Function: School wide Responsibilities**

- Carries out non-instructional duties expected by the school.
- Utilizes personnel and resources of the school as appropriate.
- Complies with school policies and regulations.
- Works cooperatively with school personnel and parents.
- Respects student, parent, peer, and community rights to privacy and maintains confidentiality at all times.
- Completes all reports according to established timelines.
- Establishes and maintains safe environment.

**12. Major Function: Personal Characteristics**

- Uses feedback information to improve performance.
- Demonstrates initiative and self-direction.
- Demonstrates emotional stability and maturity.
- Appearance is appropriate.
- Models appropriate speech and grammar.

**Appearance/ Disclaimers:**

All staff are expected to dress in a professional manner, in accordance with the personnel policy, at all times when on duty. This Position Description is not a binding contract. Management, with approval of the School Board, has the right to alter this position description without notice.