



CONTRACT POSITION DESCRIPTION

INFORMATION

| | |
|-------------|---|
| Department: | Education |
| Reports to: | Senior Program Manager Indigenous Science and Reserach |
| Location: | Juneau, Alaska |

COMPENSATION

| | |
|-------------------|--------------------------|
| Contract Position | Depends of Experience |
|-------------------|--------------------------|

SUMMARY/OBJECTIVE

Sealaska Heritage Institute (SHI) is seeking individuals to serve as In-School Cultural Specialists to support the co-development and implementation of Indigenous Science curriculum in public school classrooms. This position will support a Community of Practice of educators that are weaving together Indigenous Science and Western Science in their classrooms. They will facilitate monthly meetings, plan and deliver professional development, and work one-on-one with teachers on planning and classroom delivery of lessons. The position will also support grant documentation of classroom work .

Please email a copy of your resume to Arielle Halpern at arielle.halpern@sealaska.com to apply.

ESSENTIAL FUNCTIONS

1. Maintain regular email and phone communication with SHI Curriculum Coordinator. Complete mandatory reporter training and trauma informed training. District or Alaska DEED training in these topics is acceptable or contact the curriculum coordinator for SHI alternatives. (prep)
2. Meet regularly with the Community of Practice (CoP) teachers at Juneau-Douglas and Yaakoosge Daakahidi High Schools and at UAS. These meetings will be whole group or individual depending on support and training needs for SHI and the CoP.
3. Facilitate monthly regionwide CoP meetings. Support CoP with suggestions and knowledge of IK. Work with SHI to lead CoP meeting. Assist SHI with recruiting Indigenous Knowledge specialists for CoP meetings and classrooms.

4. Work with CoP members to identify IK that can be used to support the STEAM curriculum. Assist CoP members with contacting other cultural specialists when appropriate to have them assist with classes or get permission to use cultural information, language, stories, or items relevant to IK. Coordinate with SHI Curriculum Coordinator as needed for honoring the time and effort of cultural specialists.
5. Assist CoP members with creating lessons using IK. Work with CoP members in the classroom implementing IK lessons. Afterward, reflect with teachers on potential improvements, extensions, and relevant curriculum.
6. Complete weekly log sheet for cultural specialists to document effort.
7. Lead CoP workshop with the assistance of SHI.

COMPETENCIES

- Knowledge of Southeast Alaska Native culture and Southeast Alaska's communities
- Experience teaching in high school classrooms in village and urban schools
- Experience leading cross-cultural collaboration
- Demonstrated effective verbal, written, and interpersonal communication skills
- Demonstrated ability to coordinate activities with attention to detail

SUPERVISORY RESPONSIBILITY

This position will not have supervisory responsibilities.

WORK ENVIRONMENT

This position's duties are performed primarily at the University of Alaska Southeast Campus. Some hours will be spent at the Walter Soboleff Building. This role routinely requires outdoor physical activity such as hiking, swimming or canoeing. Office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines will also be present.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to verbally communicate. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and climbing all day. The employee must frequently lift and/or move objects up to 20 pounds and occasionally lift and/or move objects up to 50 pounds.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a seasonal position over the summer months with a combination Beginning in April and ending by July 30th, 2023. Contractor is expected to be on site with students from 5:00 PM- 9:00 PM for the duration of the Sealaska Heritage STEAM Summer Academics. This position also requires approximately ten hours of mandatory staff training.



TRAVEL

None to minimal.

REQUIRED EDUCATION AND EXPERIENCE

- High school diploma

PREFERRED EDUCATION AND EXPERIENCE

- 5 years of professional work in the education or project-related field

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

To Apply: Please email a copy of your resume to Arielle Halpern at ariellel.halpern@sealaska.com

