

**Sitka Tribe of Alaska**  
**Job Description**  
**Language and Education Department Director**

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<b>Benefits:</b>	Yes	<b>Salary Range:</b>	DOE
<b>Department:</b>	Language & Education	<b>Hours:</b>	8a.m. – 4:30pm.
<b>Reports to:</b>	General Manager	<b>Effective Date:</b>	October 26, 2016
<b>Prepared By:</b>	Administrative Services Director	<b>Approved By:</b>	General Manager

**I. SUMMARY**

The Language and Education Department Director is responsible for the supervision of STA language and culture education and scholarship program staff. The director will work closely with the General Manager and program staff to prepare and manage program budgets. The director ensures that staff follows federal regulations and tribal policies related to the distribution, tracking, and reporting of disbursement of tribal funds.

The director maintains the programs and grants necessary to operate the department. The director is responsible for coordination with the Sitka School District Cultural Programs Director to guide the Sitka Native Education Program curriculum, monitoring STA JOM grant funds and ensuring development of cultural education programs within the Sitka School District and Sitka community.

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

**A. Supervisory, budgeting, grant writing, and Tribal Committees**

- Supervise staff; assign and review work, conduct regular evaluations; and ensure that the STA Employee Handbook and other policies and procedures are followed
- Ensure that appropriate training is pursued by department staff, contingent on opportunities and available funding
- Manage weekly staff meetings
- With the General Manager, Finance Director, Tribal Attorney, and appropriate directors, develop, review, and revise policies and procedures for existing and new programs and services
- Manage and/or assist staff to manage existing departmental compact-funded programs and program budgets (scholarship, in-school and after school language and cultural education, Wooncheen Preschool)
- Monitor all of the department budgets, including Self-Governance compact, grant funds, and any other funding sources
- Research, write, and manage grants to enhance or continue the operation of core of departmental programs and services and similarly work with other department directors to identify and pursue funding for STA programs and services; research and write/oversee grant proposals for additional funds as needed
- Manage and work with department staff to oversee grant-funded programs, which include: WK Kellogg Foundation, Johnson O'Malley programming, the Sitka

Tribal Library (IMLS); and potentially ANA, the U.S. Department of Justice (OJJDP), and others

- Work closely with Sitka School District and Wooncheen Preschool staff to develop learning opportunities for SSD students, pre-school students, and community members in general, in the fields of language and cultural education and arts
- Work with staff to prepare and submit annual strategic planning documents to the GM to be incorporated into the Council's annual strategic implementation plan; review this plan with department staff quarterly, and prepare and submit bi-annual (mid- and end-of-the-year) progress reports to the GM; review the strategic plan and bi-annual reports with the Council, as appropriate, during Tribal Council bi-annual retreats
- Ensure staff provides support/coordinates the appropriate committees in drafting agendas and minutes and forwarding recommendations from the committees to the Council in a timely manner

#### **B. MEETINGS, REPORTS, AND OTHER**

- Attend scheduled Department Head meetings and individual meetings as scheduled with the GM, monthly Tribal Council meetings, and quarterly grant review meetings with the administration staff; and any other meetings as scheduled or requested by the GM
- Prepare (receive, review/edit) monthly departmental staff reports of activities and send to the GM for inclusion in his monthly report
- Prepare annual updates (quarterly if appropriate) on activities to appear in the Tribal newsletter
- Prepare yearly report to appear in the Language and Education Department portion of the STA Annual Report
- Other duties as assigned by the General Manager

### **III. MINIMUM REQUIREMENTS**

#### **A. Education and Experience**

- Bachelor's degree in education or related field, and experience working in the above fields, or comparable experience
- Two years' experience managing grants or a program budget totaling at least \$300,000 or
- must demonstrate the ability to write successful grants with budgets in the range of at least \$300,000 dollars for the purpose of departmental-related needs
- Experience developing or operating language and cultural education and/or Head Start programs
- Two years' experience supervising staff

#### **B. OTHER KNOWLEDGE, SKILLS, ABILITIES**

- Demonstrated knowledge of or desire to learn: history of Sitka and Southeast Alaska, Tlingit language and clan structure, and the cultures of other populations in the community of Sitka and Southeast Alaska

- Excellent written, verbal, and interpersonal communication skills, including technical writing skills
- Intermediate level of skills using word processing, spreadsheet, and database programs
- Ability to work independently with minimal guidance, take initiative, and work as a team member
- Strong facilitation skills with broad cross-section of human service providers
- History of success with program start-up and development
- Previous work with tribal governments/populations
- Ability to balance competing priorities to achieve goals and work under pressure
- Ability to comply with confidentiality requirements
- In previous employment, demonstrated ability to be a reliable worker (show up on time and consistent with the required work schedule)

#### **IV. CRIMINAL BACKGROUND**

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense
- Who has been found guilty of two misdemeanors or one felony of a crime against a person, a child or involving violence
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness.
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or a child.
- The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

#### **V. DRUG AND ALCOHOL FREE WORKPLACE**

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol Free Workplace Ordinance. This position therefore is subject to drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.

#### **VI. PREFERRED KNOWLEDGE AND ABILITIES**

- Knowledge of the Tlingit language and language instruction methods
- Understanding of the Native Community in Sitka
- Understanding of socio-economic and educational enhancement and development
- Experience coordinating and collaborating with outside agencies and entities to create and maintain existing and new programs and services

**VII. NATIVE PREFERENCE**

Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

**Approved:**

Alvin Lowery 10/25/14  
General Manager Date

**Received:**

Anna Davis 10/25/2014  
Administrative Services Director Date