

Sitka Tribe of Alaska
Job Description
CULTURAL PROGRAM INSTRUCTOR

Exempt:	No	Grade:	5 (\$21.96-\$23.66)
Department:	CREED	Hours:	8:00 a.m. -4:30 p.m. (Some flexibility required for evenings and weekends)
Reports to:	Education Director	Effective Date:	September 13 th , 2023

I. SUMMARY

The Cultural Program Instructor will plan, coordinate, and deliver education programs and activities with an emphasis on Lingít language, culture, and arts. The Culture Program Instructor takes the initiative to enhance and enrich STA's education programs and partnership collaborations with Lingít language and culture (including but not limited to the SNEP's Afterschool Culture Class, STA Summer Camps, Woch.een Yéi Jigaxtoonéi Preschool, Sitka National Historical Park, and Sitka School District classrooms).

The Culture Program Instructor's primary responsibility is to develop, coordinate, and deliver Lingít language, culture, arts, and other relevant content. The Culture Program Instructor will work under the direction of the Sitka Native Education Program (SNEP) Manager to operate SNEP's K - 12th-grade Culture Classes, 2nd - 12th Grade Drumming Classes, STA Summer Camps, and 6th - 12th Grade Gajáa Héen Dancer program activities, in-school enrichment, and other programs as needed.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Supervision and Authority

This position reports to the SNEP Program Manager and does not supervise any positions.

B. General Duties

- Plan, coordinate, and teach SNEP K - 12th grade Culture Classes and 2nd - 12th Grade Drumming Classes (placement determined by needs and subject to change)
- Plan, coordinate, and oversee Gajáa Héen Dancer program activities (e.g., fundraising, travel, community service)
- Assist with curriculum planning and teaching cultural content for preschool students, in-school cultural enrichment, partner programs, and STA Student Support Program
- Assist tribal elders with sharing language, culture, and wisdom with younger generations

C. Meetings, STA Reporting, and Professional Conduct

- Attend meetings as necessary, including but not limited to:
 - CREED department meetings
 - Weekly SNEP meeting
 - Monthly SNEP Parent Committee meetings

- Monthly Tribal Council meetings, as necessary
- Maintain positive relations with other tribal, state, federal, and local governments, public agencies, Tribal Citizens, the general public, and the media.
- Maintain a professional appearance in the community at all times.
- Travel on behalf of STA as requested and/or necessary.
- Represent the Sitka Tribe of Alaska and maintain positive relations with other tribal, state, federal, and local governments, public agencies, Tribal Citizens, the public, and the media.
- Treat STA Council, staff, Tribal Citizens, and the public in a respectful manner.
- Perform other duties as assigned.

III. MINIMUM REQUIREMENTS

A. Education

- High School Diploma or GED

B. Experience

- Experience working with children in a classroom setting

C. Additional Requirements

- Valid Alaska driver's license preferred

D. Knowledge, Skills and Abilities:

- Demonstrated knowledge of Lingít language and culture, including but not limited to traditional Lingít song, drumming, dance, arts, storytelling,
- Familiarity with effective teaching practices and classroom management strategies
- Ability to balance competing priorities to achieve goals and work under pressure.
- In previous employment, demonstrated ability to be a reliable worker – show up on time and consistent with the required work schedule.

IV. PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- Associate or bachelor's degree in education or a related field
- Two or more years' experience teaching Lingít culture
- Demonstrated involvement in the Lingít cultural community
- Understanding of the Native Community in Sitka
- Previous experience working for a tribal government

V. PREFERENCE

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

VI. ADDITIONAL

A. Criminal Background Check

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 or pled guilty or no contest to, two misdemeanors or one felony crime involving any crimes of violence, crimes against persons, offenses committed against children, sexual assault, molestation, exploitation, contact, or prostitution;
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness; or
- 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 child.
- Who has been convicted of any crime involving a sexual offense.

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.

B. Drug- and Alcohol-Free Workplace

This position is required to comply with the Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to reasonable suspicion and follow-up drug/and or alcohol testing.