

Sitka Tribe of Alaska

Job Description

**Haa Kusteeyí Guest Instructor (On-Call)**

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<b>Benefits:</b>	No	<b>Salary Range:</b>	\$35/Hour
<b>Department:</b>	CREED	<b>Hours:</b>	On-call
<b>Reports to:</b>	CREED Director	<b>Effective Date:</b>	January 30, 2023
<b>Prepared By:</b>	Deputy Creed Director	<b>Approved By:</b>	General Manager

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**I. SUMMARY**

The Sitka Tribe of Alaska (STA) Cultural Resources, Education, and Employment Department (CREED) intends to contract with multiple Guest Instructors to supplement programming provided by regular department staff. Guest Instructors may provide special expertise within existing SNEP programming, lead additional classes or workshops targeted toward various audiences. Guest Instructors will have demonstrating experience in Haa Kusteeyí, our Lingít way of life. This may include arts, traditional foods, cultural practices, oral history, modern Lingít culture, decolonization, and much more.

Classes and workshops will be provided in different formats and will target various audiences. For example, there may be a seasonal ongoing weekend workshop, a one-time daylong intensive, or a 4-week evening class. Potential target audiences include youth of all ages and their families, all STA Tribal citizens, non-native staff working with Tribal youth, etc. Regular staff may provide some planning and logistical support, but Guest Instructors will be responsible for all aspects of planning and leading their classes.

CREED intends to develop a roster of Guest Instructors who are available to teach classes, workshops, and open studios as needed. With instructor permission, this roster may be shared with partners seeking to hire Guest Instructors. Guest Instructor selection for specific classes and workshops will be based on Instructor expertise and availability.

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop and submit lesson plans and/or course outlined for Haa Kusteeyí classes or workshops
- Prepare a list of needed supplies with adequate advance notice to make purchases
- Lead Haa Kusteeyí classes, workshops, or open studios
- For any open studios, be available to help participants as needed
- Engage with participants and agency partners in a friendly and professional manner

- Serve as an ambassador for STA by creating a friendly and professional environment and contacts with participants and agency partners
- Workshops will take place at a variety of locations, including Tribal Headquarters, partner locations, and the SEACC building.

### **III. MINIMUM REQUIREMENTS**

- Guest Instructor will possess a thorough knowledge of his/her subject and be prepared to share that knowledge with class/workshop participants
- The Guest Instructor must have a strong desire to communicate their enthusiasm for their chosen topic and to deepen Tribal Citizens' ability to participate in Haa Kusteeyí
- Experience teaching Haa Kusteeyí preferred

### **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 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.

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 reasonable suspicion and follow-up drug/and or alcohol testing.

### **VII. NATIVE PREFERENCE**

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