

Sitka Tribe of Alaska
Job Description
SNEP in Schools Curriculum Writer

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| Benefits: Yes | Salary Range: Grade 8 (\$25.13-\$32.94) |
| Department: CREED | Hours: 8:00-4:30 M-F, flexibility required |
| Reports to: CREED Deputy Director | Effective Date: March 30, 2023 |
| Prepared By: CREED Deputy Director | Approved By: General Manager |

I. SUMMARY

The Sitka Tribe of Alaska has allocated American Rescue Plan Act grant funding to a collaborative project with the Sitka School District (SSD) called SNEP in Schools. The purpose of the *SNEP in Schools: Arts, Culture, and Technology Curriculum Integration Project* is to improve Alaska Native students' academic outcomes by providing a culturally sustaining education in the SSD. Culturally sustaining education differs from culturally responsive education in that it not only builds on Alaska Native cultural strengths to improve academic success based on western standards, but also strengthens and sustains the culture by supporting students to be successful by our Alaska Native standards.

The STA SNEP in Schools Curriculum Writer will collaborate with SSD Arts, Culture, and Technology (ACT) integration staff to develop and document academic and cultural curriculum integration projects throughout the district and within SNEP after school and summer programs. The Curriculum Writer will support the development of a K-12 Cultural Content Scope & Sequence, and will ensure that all curriculum materials are packaged in a uniform, accessible, and consistent manner, and appropriately linked to the Scope & Sequence.

Funding for this position is secured from Summer 2023 through May of 2026. Work location will vary depending on tasks and need, and may include some work from home.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support finalization of the draft PK-12 Cultural Content Scope & Sequence for in-school and out-of-school, based on the Tlingit Elders Traditional Education Checklist.
- Catalog existing SSD cultural curriculum integration units/lessons/projects and SNEP out-of-school curriculum.
- Develop a uniform lesson plan format for curriculum integration within SSD and for SNEP out-of-school curriculum.
- Document and/or revise existing SSD and SNEP cultural curriculum using the uniform lesson plan.

- Connect existing curriculum to the scope & sequence and identify opportunities for further curriculum development.
- Collaborate with SSD ACT integration staff to develop and document new curriculum integrations to meet the scope & sequence.
- Collaborate with SNEP instructors to develop and document new curriculum integrations to meet the scope & sequence identified for out-of-school time.
- Participate in professional learning as assigned, including travel to the annual Sealaska Heritage Institute Culturally Responsive Education Conference in Juneau..
- Provide professional learning in Culturally Sustaining Education as appropriate.

III. MEETINGS, REPORTS, AND OTHER RESPONSIBILITIES

- Keep the supervisor informed of work projects, including present and potential problems and suggestions for new or improved ways of addressing problems.
- Provide regular written reports of progress on project objectives.
- Attend CREED and SNEP staff meetings, STA all-staff meetings, and other meetings as requested by the supervisor.
- Participate in STA and SNEP all-staff events (which may occur after hours or on weekends), including but not limited to Annual Picnic, Annual Meeting, Native American Heritage month parade, the Children’s Christmas Party, SNEP culminations, and other all-staff events that arise throughout the year.
- Respond to questions and concerns in a compassionate, courteous, and timely manner.
- Maintain strict confidentiality of all Tribal Citizen information; follow FERPA guidelines for confidentiality of educational records.
- Keep neat, clean, and professional appearance.
- Perform other duties as assigned and reasonably within the scope of duties listed above.

IV. MINIMUM REQUIREMENTS

- Valid Alaska Type B Teaching certificate, equivalent out-of-state teaching credential, or equivalent education and teaching experience.
- Self-starter, able to plan workload and complete tasks independently.
- Strong computer, data entry, writing, and publishing skills.
- Familiarity with the Native culture, history, and environment of Sheet’ká and Southeast Alaska.

V. PREFERRED EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

- At least 3 years’ experience teaching (any grade level, 2-12 preferred)

- At least 1 year experience developing curriculum for use in public schools
- A collaborative, growth mindset.
- Ability to seek support as needed.
- 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.

VI. 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.