

Sitka Tribe of Alaska
Job Description
Sitka Native Education Program Manager

Exempt:	Yes	Grade:	10
Department:	CREED	Hours:	8:00a.m. - 4:30p.m.
Reports to:	CREED Director	Effective Date:	June 1, 2023

I. SUMMARY

The Sitka Native Education (SNEP) Program Manager leads STA's efforts to perpetuate and strengthen Lingít kusteeeyí ka Lingít yoo x'atangi through in-school and community-based education programs that honor ancestral values while acting as the primary instructional leader for cultural education programs. The SNEP Program Manager works closely with the CREED Director to oversee the Sitka Native Education Program (SNEP) in collaboration with the Sitka School District (SSD) Cultural Director, to oversee the School and Community Based Cultural Education Programs.

To successfully execute the job, the candidate must adequately perform all duties and responsibilities below.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Supervision and Authority

- Supervises the STA SNEP program staff

B. Sitka Native Education Program and Indigenous Studies Program

- Works with the CREED Director to develop and manage the SNEP annual budget
- Responsible for planning and directing regular SNEP staff meetings
- Supervise SNEP staff, including conducting regular annual evaluations and ensuring that the STA Employee Handbook and other policies and procedures are followed
- Work with the SSD Cultural Director to oversee the planning and execution of SNEP's afterschool, in-school, and summer cultural education program, including K – 12 afterschool SNEP Culture Class, in-school cultural enrichment, and the Haa at Galtsáagu Yís: For Our Harvesting Summer Camps
- Oversees the development of the SNEP Lingít kusteeeyí ka Lingít yoo x'atangi scope and sequence and associated curriculum and lesson plans
- Acts as the lead instructor for SNEP

C. All Ages Community Based Cultural Education

- Oversees the planning, coordination, and execution of all-ages community-based cultural education programming, including open studios, traditional arts workshops, and other classes
- Advises the CREED Director and UAS Sitka Campus when developing and offering co-sponsored UAS NWC Art classes for Tribal Citizens
- Develops and oversees STA Lingít yoo x’atangi programming by working with local and regional partners to expand access to Lingít yoo x’atangi classes for Tribal Citizens of all ages

D. Meetings, STA Reporting and Professional Conduct

- 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
- Keeps the CREED Director informed concerning work progress, including present and potential problems and suggestions for new or improved ways of addressing problems
- Participates in all-staff events which may occur after hours or on weekends, including but not limited to Annual Picnic, Annual Meeting, Annual Native American Heritage Month activities
- Works with the CREED Director to prepare quarterly Strategic Plan reports related to SNEP and Cultural Education programming and other reports as requested
- Works with the CREED Director to prepare a report to be included in the Annual Report
- Responds to questions or requests in a professional, courteous, and timely manner
- Treat STA Council, staff, Tribal Citizens, and the public in a respectful manner
- Maintains confidentiality of all financial information/personnel information
- Other duties as assigned.

III. MINIMUM REQUIREMENTS

A. Education

High School Diploma or equivalent

Experience

- Three (3) years experience working directly with children and youth ages preschool – 12th grade. Demonstrated experience in planning and managing educational programs

B. Additional Requirements

- Extensive knowledge of Lingít kusteeyí ka Lingít yoo x’atangi
- Experience teaching and developing Pre-K–12 curriculum
- Cultural competence with the Indigenous peoples of Southeast Alaska

C. Knowledge, Skills, and Abilities:

- Excellent written and oral communication skills. Ability to communicate well with others, both orally and/or in writing, using both technical and non-technical language

Ability to :

- facilitate large collaborative meetings
- mediate individual and organization-wide issues
- encourage positive engagement with employees
- innovate to support engagement
- balance competing priorities to achieve goals and work under pressure
- work independently with minimal guidance, take initiative and work as a team player

IV. PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- 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.

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.