

POSITION DESCRIPTION

Cultural Bi-Literacy Specialist

INFORMATION

Department: Education
Reports to: Education Director
Location: Juneau, AK
Employment Category: Full Time
Classification: Exempt

SUMMARY/OBJECTIVE

This position will support the *Át Koowaháa: Expanding the Tlingit Culture, Language, and Literacy (TCLL) Program's Dual Language Pathway Program*. This position is responsible for providing support, coordination, and administrative assistance for the Education program in coordinating and implementing educational activities and projects that align with the goals and mission of the grant and organization. The objective of this position is to assist in the development and publication of large quantities of children's books written in the Tlingit language for the TCLL program and to assist with the development of several other Tlingit language projects, events, and programming for TCLL.

Independent judgment is required to plan, prioritize, and organize diversified workloads and to recommend changes in relation to program practices or procedures. The program will involve significant amount of coordination, planning and execution of book creation, training, and other educational activities under direct supervision of the Education Director.

ESSENTIAL FUNCTIONS

- Responsible for working with SHI management to execute service agreements and other binding documents to support the program.
- Coordinate the partnerships and agreements in collaboration with the Program Manager and the Education Director to fulfill objectives within the program in a timely manner.
- In partnership with Juneau School District, coordinate, lead, and/or participate in meetings with the TCLL Principal, Teachers, and Tlingit Language Teachers to develop the work necessary for the biliteracy goals of the program.
- Collaborate with other departments and outside contractors to track projects such as the Tlingit language books and Tlingit language proficiency assessment specific to this grant.



- Assist and monitor the performance of the contracted TCLL Book Content Developers and ensure their work is high-quality, meeting the requirements of the program and completed within the expected timeframe.
- Ensure the children's books written in the Tlingit language are aligned to the TCLL curriculum, are engaging for children, and develop biliteracy comprehension and skills.
- Plan with and support the TCLL Tlingit Language Teachers to implement the use of the children's books written in the Tlingit language in their teaching of students, grades K-8.
- Coordinate TCLL Family Events in partnership with the TCLL Family Committee to ensure well attended family events, including advertising, set-up, take-down and date tracking. Most of these events take place after regular office hours.
- Collect, manage, and share data for program evaluation with the Program Director, Education Director, and Evaluator.
- Draft contracts and track payments for program contractors.
- Coordinate Tlingit language immersion retreats (biannually) for TCLL educators and other members of the Tlingit language community
- Manage purchasing and ordering requests for TCLL teachers and the program, tracking and delivering purchases.
- Other duties as assigned.

REQUIRED SKILLS

- Demonstrated high level of verbal, written, and interpersonal communication skills
- Demonstrated ability to manage multiple projects, and activities with attention to detail
- Strong organizational and planning skills in project management, events and program coordination
- Experience working with Indigenous, or other dual language teachers and learners
- Technical capacity and expertise in using charts, tables, graphs, spreadsheets, and databases as well as computer proficiency
- Ability to develop a high-quality product that meets multiple requirements and standards
- Knowledge of Southeast Alaska Native culture and Southeast Alaska's communities

SUPERVISORY RESPONSIBILITY

This position will have no direct reports.

WORK ENVIRONMENT

This position's duties can be performed generally at the Walter Soboleff Building, or adjacent Sealaska Building, but will also spend time within the TCLL program classrooms at Harborview Elementary School. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.



WORK DEMANDS

While performing the duties of this job, the employee is regularly required to verbally communicate. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and climbing all day. The employee must frequently lift and/or move objects up to 20 pounds and occasionally lift and/or move objects up to 50 pounds.



POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time benefited position, working 37.5 hours a week. Normal business hours of 8:00 a.m. to 4:30 p.m. Monday through Friday.

TRAVEL

Some travel may be required for professional development opportunities.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor of Arts or Science Degree in education or project-related field
- Active teaching license for the state of Alaska, another state, or experience teaching
- Proven successful working collaboratively in large scale projects

PREFERRED EDUCATION AND EXPERIENCE

- 5 years of professional work in the education or project-related field
- Experience working with the TCLL program and its teaching staff, or other indigenous language programs

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

