POSITION DESCRIPTION
Cultural Literacy Specialist - Át Koowáa: Expanding the Tlingit Culture, Language, and Literacy Program

INFORMATION
Department: Education
Reports to: Education Director
Location of Work: Juneau, Alaska
Employment Category: Regular, Part-time
Classification: Non-exempt

SUMMARY/OBJECTIVE
The objective of this position is to lead the development and publication of children’s books written in the Tlingit language for the Tlingit Culture, Language, and Literacy (TCLL) program and to assist with and ensure that the books that are developed are in alignment with TCLL’s Vertical Alignment Plan and Curricular Framework.

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 the project’s Principal Investigator and Co-Principal Investigator, Chief Operating Officer, and Education Director to execute service agreements and other binding documents to support the project.
• Develop and ensure the appropriate implementation of the Lexile Framework for the development and publication of the children’s books written in the Tlingit language for use by the TCLL Tlingit Language Teachers.
• Coordinate, lead, and/or participate in TCLL book related meetings and participate in the monthly project Leadership Team meetings.
• Coordinate and lead meetings with the TCLL Lead Teacher, TCLL Teachers, and TCLL Tlingit Language Teachers to develop themes for the children’s books written in the Tlingit language.
• Coordinate the collaborative partnerships and agreements in collaboration with the Project Director and the Education Director to fulfill objectives within the project.
• Assist and monitor the performance of the TCLL Book Content Developers and ensure that they complete their work in a timely manner.
• Ensure that the children’s books written in the Tlingit language to support the TCLL program are aligned to the TCLL curriculum and curricular framework for grades K-5.
• Collaborate with the Communications Officer and Communications and the Publications Director to develop layouts for the children’s books written in the Tlingit language.
• 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.
• Collect, manage, and share data for project evaluation with the Project Director, Education Director, and Project Evaluator.
• Other duties as assigned.

COMPETENCIES

• 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 and program coordination
• Experience managing federal grants, grant reporting, and project evaluation
• Technical capacity and expertise in using charts, tables, graphs, spreadsheets, and databases
• Knowledge of Southeast Alaska Native culture and Southeast Alaska’s communities

SUPERVISORY RESPONSIBILITY

This position will have oversee contractors.

WORK ENVIRONMENT

This position’s duties are performed primarily at the Sealaska Heritage Arts Campus. 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 can occasionally be very active and requires standing, walking, bending, kneeling, stooping, crouching, and climbing during the day. The employee may 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 part-time non-benefited position, working 20 hours a week.

**TRAVEL**

None to minimal.

**REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor of Arts or Science Degree in education or project-related field
- Active teaching license for the state of Alaska
- 3 years of professional work in project management and program coordination
- Experience working with the TCLL program and its teaching staff

**PREFERRED EDUCATION AND EXPERIENCE**

- 5 years of professional work in the education or project-related field

**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.