



POSITION DESCRIPTION

Literacy Specialist - ***Raven Writes: A Culturally Responsive Program to Increase the Writing Skills of Alaska Native Elementary Students***

INFORMATION

Department: Education
Reports to: Education Director
Location of Work: Juneau, Alaska
Employment Category: Full-time
Classification: Non-Exempt
Date: October 2021

SUMMARY/OBJECTIVE

The objective of the Literacy Specialist is to provide support for the literacy-based Education programs, such as ***Raven Writes: A Culturally Responsive Program to Increase the Writing Skills of Alaska Native Elementary Students***, which is administered through the Sealaska Heritage Institute (SHI) in partnership with the Juneau School district (JSD) and SERRC. Independent judgement is required to plan, prioritize, and organize diversified workloads. This position will be responsible for supporting the development and coordination of the Writing Institute and Raven Writes kits.

ESSENTIAL FUNCTIONS

1. Provides literacy support as needed to literacy-based grant programs. This could include reviewing curriculum to make sure it aligns with state reading and writing standards and research based best practices in literacy instruction.
2. Maintain documentation of people served and other necessary data collection for reporting purposes.
3. Coordinates and supports planning of annual summer youth programs and summer institutes.
4. Support team of specialists and project direction in planning of professional development and camps in Juneau.
5. Coordinate monthly meetings with the project's Community of Practice (CoP) including scheduling, technical support, creating agendas, and taking and sharing notes.
6. Schedules and organizes complex activities, such as meetings, workshops, and department activities.
7. Coordinates program supplies and resources, completing supply orders and shipments to schools and communities.
8. Other duties as assigned.

COMPETENCIES

- Excellent verbal, written, and interpersonal communication skills

- Ability to work well on own initiative and within a team
- Proficient in computer applications, including word processors, spreadsheets, database software, and online survey applications
- Highly organized, self-motivated, and attentive to details
- Knowledge of Alaska Native cultures

SUPERVISORY RESPONSIBILITY

This position will have no direct reports.

WORK ENVIRONMENT

This position's duties are performed at the Walter Soboleff Building. 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

None to minimal.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree, education degree preferred

PREFERRED EDUCATION AND EXPERIENCE

- Master's degree
- Past participation in the Literacy Institute
- Three years of administrative experiences or equivalent office experience

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.

