Position Title: Language and Curriculum Specialist  
Classification: Non-exempt  
Status: Part-time no benefits  
Reports to: TBD  
Date: May 8, 2015  

Summary  
Under direct supervision, this position will help recruit students and community educators and will provide guidance to the camp coordinator, camp instructors and Language/Culture Specialists in the development and delivery of program content.

Duties and Responsibilities  
- Assist in the development and production of the academy language and heritage curriculum and associated lesson plans,  
- Produce leadership and life skills learning plan and program content for the summer leadership academy, providing guidance to the camp staff, camp instructors and specialists as they develop and deliver program content,  
- Assist in the development of the academy cultural instruction plan  
- Complete a community service outline for students to use when they return to communities  
- Assist the Project Director in the development and production of the a handbook describing the timeline and organization of the academy,

Necessary Knowledge  
- Knowledge of curriculum, instruction and programming in place-based and culturally responsive education and other multi-cultural programs  
- Knowledge of Southeast Alaska Native Language and Culture  
- Language learner and / or language work related experience

Skills and abilities  
- Strong management, organizational and planning skills  
- Ability to work independently and ability to handle self-driven projects efficiently  
- Demonstrated ability to manage multiple projects and activities  
- Demonstrated ability to work professionally, effectively and collaboratively as a team member in diverse settings,  
- Demonstrated effective verbal, writing and interpersonal communication skills  
- Must have high level of computer proficiency and presentation expertise
Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is largely a sedentary role; however, some filing and meeting set up is required. This would require the ability to lift files/boxes, open filing cabinets, set up projectors, carry from 25lbs to 50 lbs. and bend or stand as necessary.

Position Type and Expected Hours of Work

This is a part-time position. Days and hours of operation are Monday through Friday, 8:00 a.m. to 4:30 p.m.

Travel

No travel is expected for this position.

Required Education and Experience

1. Associates Degree or equivalent experience may be substituted year for year.
2. One year of related work experience.

Preferred Education and Experience

1. Bachelor Degree in education.
2. Fluent written and oral Tlingit.
3. Classroom curriculum development and implementation 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.

To apply please send resume to shijobs@sealaska.com.