

**Sitka Tribe of Alaska
Job Description**

STA Sitka National Historical Park Education Specialist

Exempt: Yes	Salary Range: \$50,000-57,000
Department: Cultural Resources	Hours: TBD
Reports to: STA SNHP Operations Lead	Effective Date: April 16, 2018
Prepared By: STA SNHP Operations Lead	Approved By: General Manager

I. SUMMARY

The Sitka National Historical Park (SNHP) Education Specialist is a key member of Sitka Tribe of Alaska (STA) and the National Park Service's (NPS) SNHP Interpretation, Education and Volunteer unit, and is the primary staff position responsible for planning, developing, presenting, and evaluating educational programming that addresses the NPS mission and SNHP goals. The SNHP Education Specialist reports to STA's SNHP Operations Lead.

The purpose of this position is to deliver park education programs to a diverse audience with an interdisciplinary approach. The park education program will provide education programs to park visitors and youth, but will also focus on presenting and facilitating programs in the local community, local schools, regional fairs, and on a broader level through new technologies. They also mentor other staff with their education programs.

Education goals will be met through programs linking the parklands' resources to local school district curriculum, as well as venues such as home and private schools, STA programs, Road Scholar groups, universities, scouting troops, Campfire groups, Woonoosuk Preschool (Headstart), summer culture camps, and local community groups.

In addition to the Education goals, the Education Specialist will serve as a Park Ranger during the summer season.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

The SNHP Education Specialist develops, delivers and evaluates education programs and materials that address various NPS and SNHP natural and cultural resources. These materials and programs are developed with and for park staff, local educators, and community members with a strong emphasis on Alaska Natives and their lifestyles. The

SNHP Education Specialist's work affects a broad range of people and organizations: students of all ages, teachers, community leaders and organizations, staff of other federal agencies, state, and local government agencies, native entities, private industry, Alaska residents, and visitors to Alaska. The SNHP Education Specialist's work has a significant impact on how people view and understand the natural and cultural resources of the park. This in turn has a direct impact on the preservation, conservation, and safe use of the park and the region.

Contacts are with students of all ages, teachers, community leaders and organizations, residents of Alaska, visitors to Alaska, other agency personnel, researchers, representatives of academic institutions, private industry, special interest groups, other educators, the staff of the Alaska Natural History Association, supervisors, co-workers, and the NPS regional office staff. Contacts are made for a wide range of purposes: to gather and impart information and insights on the resource issues of the park and region, to communicate with students and teachers, to provide information and education on the park and region, to provide for the exchange of information about the park, and to participate on cooperative educational/interpretive projects. Specific duties include, but are not limited to the following:

A. SNHP Education Program Duties

- Participates with park staff in developing park education goals, policies, and program priorities.
- Reviews, analyzes, and evaluates the park's educational program for overall quality and effectiveness and recommends program changes.
- Ensures that the park's education program meets National Park Service standards for quality and educational professionalism.
- Develops educational curriculum for both local and state application. Ensures that application of curriculum is consistent with current professional education theory and practices.
- Evaluates curriculum for effectiveness and modifies it whenever needed.
- Plans, develops, publicizes, schedules, and presents on and off-site education programs that are varied, multi-sensory, age-specific, multi-disciplinary and consistent with the mission and congressional mandate of the park.
- Ensures that programs and activities meet the special needs and interests of minority, disadvantaged, challenged and culturally diverse populations. Mentors other staff on the development and presentation of similar activities.
- Acts as STA lead teacher for Sitka Native Education Program 2nd – 5th Grade Culture Classes (Winter Season).
- Works with other Cultural Resources Department staff, NPS staff, and partners to

plan, develop, and deliver educational programming such as Haa at Galtsaagu Yis: For Our Harvesting Summer Culture Camps, Du Jee.eetí Traditional Arts Apprenticeships, and teacher and community workshops related to SNHP resources, the NPS mission, STA mission, or professional education skills.

- Develops and maintains extended learning opportunities such as educational kits, websites, distance learning, displays, newsletters, brochures, etc.
- Incorporates new, appropriate technology whenever possible.
- Sets timeline for development of products, schedules the loan of the park's educational kits and other materials, and instructs teachers and other educators on the use of these materials.
- Manages and maintains the park's resource education library, providing assistance and consultation to teachers and community leaders on appropriate educational materials and programs.

B. SNHP Interpretation Program Duties

- Assists operation of the Sitka NHP visitor center and Russian Bishops House by conducting both formal and informal interpretive programs during the visitor season
- Distributes educational and interpretive material for a variety of audiences.
- Answers general questions and advises visitors on travel logistics in the park and local area.
- Assists with cooperating association sales.
- Uses appropriate technology to deliver interpretive presentations and educational material to a broad public audience.
- Develops and maintains educational content for park's web site.
- Researches, writes text and procures graphics to populate all relevant pages.
- Ensures that links function correctly and makes updates on required pages.

C. Partnerships and Community Engagement Duties

- Develops and maintains formal and informal communication networks and partnerships to facilitate productive cooperative activities in Sitka and throughout Southeast Alaska and the state.
- Coordinates park educational activities with other federal, state, and local government agencies and private organizations, native entities and individuals.
- Works with others in planning and developing education programs, camps, centers, and teacher and community workshops.
- Works with colleges, universities and other educational organizations to obtain academic credit for workshops.

D. Administrative Duties

- Develops budget and funding proposals including grants for the education program and monitors expenditures of funds allotted to the Education Activities

account.

- Purchases and assures maintenance of equipment and supplies for education programs.
- Keeps the supervisor informed and current on projects and operations and discusses only critical or controversial issues with the supervisor before taking action.
- Work is evaluated by its success in meeting education program goals, supporting the broader NPS mission, STA mission, and complying with administrative operating procedures. Responsibility for program accuracy and relevancy to the school and local community remains with the incumbent. Clarity, thoroughness, and correct format in communications are likewise the responsibility of the incumbent.

III. MINIMUM REQUIREMENTS

The incumbent does highly varied work involving several academic disciplines (education, history, natural history, recreation, scientific research, and archaeology). Work consists of a wide variety of duties in the areas of resource education, interpretation, communications, information management and public affairs. The employee is expected to be informed on and sensitive to a wide variety of subjects and issues that affect government agencies, private organizations, native entities and individuals. The position requires skills in time management, the setting of priorities, and the ability to work on several projects simultaneously. The position requires a high degree of creativity and original thinking.

A. Education and Experience

- Bachelor's Degree in Education from accredited University or College **OR** High school graduate and requisite professional experience, knowledge and skills listed below.

B. Knowledge, Skills and Abilities

- Knowledge of the principles, theories and techniques of designing, developing and evaluating educational programs and materials.
- Knowledge of or experience with current education activities and programs in Sitka and Alaska.
- General knowledge of the natural and cultural history of Alaska and of the natural and cultural history of SNHP.
- Academic courses or practical experience in education, history, or physical, cultural, or biological science.
- Knowledge of Alaska Native traditional cultures, customs, and lifestyles to be used in understanding, communicating, and developing education programs and materials for Alaska Native youth and adults.
- Skills in developing curriculum and ability to independently design and

coordinate a multi- disciplinary education and school outreach program.

- Skill in analyzing and evaluating park resource management needs and guidelines to be used in determining education objectives. In addition, skill in developing plans, programs, and materials to increase the effectiveness and efficiency of park education programs.
- Skill in written and oral communications (including grant writing, writing curricula, public speaking, and interpretive presentations).
- Ability to interact and work effectively with others, including school administrators, teachers, staff of other government agencies, and members of various community groups.
- Ability to mentor others in the development and delivery of resource education programs. Knowledge and skill to update and maintain web pages; researching, writing texts, and procuring graphics to populate all relevant web pages for SNHP in order to provide educational and interpretive information to an audience within reach only through information technology (or willingness to learn these skills).
- Ability to interpret guidelines for educational and interpretive programming consist of agency regulations, policy and procedures, memorandums, policies and directives. Additional guidelines are found in the park and division's goals, policies and procedures manual, reference materials and files, and verbal and written instructions. Experienced judgment and a great deal of originality must be used when interpreting these guidelines because they are not all encompassing and do not provide details for applying principles and policies to individual circumstances. The incumbent is expected to use independent initiative and innovation in selecting, applying, and adapting existing guidance and established practices to unique circumstances.
- This position may require some physical activity, including periods of standing, walking over rough, uneven, rocky hazardous surfaces; driving vehicles, stooping, reaching, and lifting and carrying of moderately heavy boxes. Duties require the ability to climb stairs in the Russian Bishop's House National Historic Landmark.

C. Work Environment

Work is performed indoors in the visitor center or Russian Bishops House, school classrooms and other community locations. The employee will also be required to deliver outdoor programs in the form of nature walks, garden programs, tidal flat programs, and outdoor programs that may be subject to weather and terrain variances. Additionally:

- Occasional travel throughout Alaska may be required.
- The incumbent is required to wear the STA SNHP uniform approved within the STA – NPS Annual Funding Agreement.

- A valid driver's license is required.

IV. PREFERENCE

Tribal Citizen and Native Preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

V. 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 supplemental employment application. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense
- Who has been found guilty of two misdemeanors or one felony of a crime against a person, a child or involving violence
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness.
- 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 a child.
- Who has been convicted of a crime involving dishonesty or theft or violation of a gaming law

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.

In addition, the incumbent must pass a NPS Background Check for non-sensitive positions pursuant to Standard Form 85.

VI. DRUG AND ALCOHOL-FREE WORKPLACE

Drug- and Alcohol-Free Workplace

This position is required to comply with 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.