Sitka Tribe of Alaska
Job Description

CULTURAL INSTRUCTOR I (PART-TIME)

Exempt: No
Department: SNED
Reports to: SNED Director
Prepared By: Human Resources Manager

Grade 9: ($25.19-$28.14)
Hours: Part-time (Some flexibility required for evenings & weekends)
Effective Date: January 1, 2026
Approved By: General Manager

I. SUMMARY

Sitka Tribe of Alaska's Sitka Native Education Department provides a wide variety of cultural education in a variety of settings, including the Sitka Native Education Program, the Sitka School District, and the community. The Cultural Instructor I may work in any of STA's educational programs, and is responsible for assisting lead cultural instructors in teaching Lingít Yoo X̲'atángi and Haa K̲usteeyí (Lingít language and way of life) including Lingít culture, language, arts, and other relevant content. The Cultural Instructor I works in a team setting to determine and meet the needs of children and youth.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Supervision and Authority

- This position reports to the SNED Director and does not supervise any staff.

B. Day-to-Day Duties and Responsibilities:

- Meet regularly with program staff to prepare lesson plans and discuss progress and problem-solve issues that relate to the program.
- Prepare, set-up, and clean up instructional materials and educational activities.
- Assist in creating and maintaining a safe and positive educational environment.
- Deliver instruction to individual students, small groups, or whole classes, with support.
- Support individual or small group student participation in activities.
- Facilitate elder and/or cultural specialist participation in educational activities as directed.
- Contribute to the development of the program, including sharing cultural knowledge with colleagues as appropriate.
- Help plan and execute family meetings, student performances, and special events, which may take place outside of regular work hours.
- Supervise recess or free time, engaging with and supporting student-directed activity
- Assist with organization, inventory, ordering, and maintenance of materials and equipment.
- Assist with student and family communication.

- Take initiative to identify and perform needed tasks.
- Work independently to complete assigned tasks.

C. General Responsibilities:

- Report to work at the scheduled time, the work schedule will be determined by the supervisor
- Maintain good attendance.
- Perform all duties in a safe, timely, and professional manner.
- Participate with a positive attitude and behavior in all program activities.
- Continue professional growth by participating in ongoing professional learning and workshops/conferences, as budget and schedule allow.
- Work with partner agencies to improve services for Tribal children and youth.
- Perform other duties as assigned and reasonably within the scope of duties listed above.

D. Meetings, Reports, and Other Responsibilities:

- Assist with program data collection and reporting.
- Attend and participate in meetings as necessary, including but not limited to:
  - SNED meetings
  - Sitka School District cultural department meetings and in-services
  - Assigned program staff meetings
  - Parent meetings (in the evening)
- Maintain positive relations with other tribal, state, federal, and local governments, partner agencies, Tribal Citizens, the general public, and the media.
- Maintain a professional appearance in the community at all times.
- Travel on behalf of STA as requested and/or necessary.

III. MINIMUM REQUIREMENTS

A. Education and Experience:

- High School Diploma.
- Experience working with children in a classroom setting.
- Experience working with demographics targeted by program assignment, and college coursework, AA Degree, or in a relevant field preferred.

B. Knowledge, Skills, Abilities:

- Demonstrated knowledge of Lingít Yoo X̲'atángi and Haa K̲usteeyí
- Ability to balance competing priorities to achieve goals and work under pressure.
- In previous employment, demonstrated ability to be a reliable worker – show up on time and consistent with the required work schedule.

IV. ADDITIONAL

A. 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 separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense;
- Who has been found guilty of or pled guilty or no contest to, two misdemeanors or one felony crime involving any crimes of violence, crimes against persons, offenses committed against children, sexual assault, molestation, exploitation, contact, or prostitution;
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness; or
- 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 child.

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.

B. DRUG AND ALCOHOL-FREE WORKPLACE

This position is required to comply with the 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.

V. PREFERENCE

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