

## KAWERAK POSITION DESCRIPTION

DIVISION:	Administration
JOB TITLE:	Inupiaq Director
POSITION STATUS:	Seasonal/Regular Full-Time Position
EXEMPT STATUS:	Non-Exempt
PAY SCALE GRADE:	23A
SUPERVISOR:	Executive Vice President

The Inupiaq Director will administer, direct, develop, and implement innovative Inupiaq strategies that cultivate Shishmaref's Language Revitalization Child Care/Language Nest program. The Inupiaq Director will build external partner relationships that advance local initiatives to increase local expertise, ensure program success, and program development.

### **BRIEF SUMMARY OF JOB RESPONSIBILITIES:**

1. Manage day to day operations of Shishmaref Language Revitalization child care center / language nest and responsible for its administration and management.
2. Research and apply for applicable funding sources. Research, prepare and develop supporting data and documentation to submit proposals and grants that increase opportunities in the community.
3. Hold strategic planning meetings with Native Village of Shishmaref community bi-annually, and internal staff quarterly.
4. Prepare, report and facilitate Inuusiq Board meetings quarterly and Kawerak board report.
5. Ensure financial and narrative reports are turned in to funding agencies as required.
6. Advocate for Inupiaq curriculum in Bering Straits region including speaking at Bering Strait School District and Nome Public Schools school district meetings.
7. Research other language nests implementation strategies.
8. Create a quarterly newsletter.
9. Hire staff and other personnel tasks.
10. Ensure bills are paid and tracked through online accounting system.
11. Ensure Compliance with granting agencies and State of Alaska corporation policies.
12. Coordinate and collaborate with internal Kawerak departments and grant agencies (including facilitating gatherings, recruiting staff, workshops, trainings, etc.) to building organizational partnerships, and foster relationships with funders and donors. Identify and resolve issues and conflicts.
13. Help plan and implement curriculum with linguist and provider.
14. Coordinate and plan with Shishmaref Dance groups, community volunteers, and Norton Sound Health Corporation for events.
15. Implement the goals, objectives and performance standards of the Language Revitalization Program.
16. Maintain on-going contact with families, integrate educational goals that are developmentally appropriate into the classroom to promote the health, nutrition, and the education of children in the program. Implement concepts of early childhood education. Schedule family nights once a month.
17. Participate in staff, parent meetings and professional training sessions.

18. Maintain correspondence with all parents through monthly memo and activity calendars.
19. Follow Head Start Child Abuse and Neglect Policies and Standards of Conduct and Confidentiality Policies and report suspected cases of child abuse/neglect.
20. Report to keep immediate supervisor informed as needed.
21. Other duties as assigned by immediate supervisor.

### **QUALIFICATIONS:**

1. 4 years of work experience, or willing to work toward a Bachelor's degree in Rural Development, Alaska Native Languages or Studies, or related field. If applicant does not have BA degree they must develop a professional development plan.
2. Knowledge and understanding of the social, health, educational, training and cultural needs of the Alaska Native and American Indian communities required.
3. Must possess strong writing, communication, presenting, and organizational skills.
4. Must be self-motivated, dependable and able to work with minimum supervision.
5. High level of computer proficiency in MS Office program such as Word, Excel, Publisher, PowerPoint, and internet, Facebook and/or Twitter.
6. Able to work collaboratively with peers, communities, partners, and other organizations.
7. Able to maintain strict client confidentiality.
8. Must be able and willing to travel.
9. This position is a Covered Position subject to all requirements of the Alaska Barrier Crimes Act AS 47.05.310-47.05.390, 7 AAC 10.900-10.990, and to the Indian Child Protection and Family Violence Prevention Act, 25 USC 3201-3211 (ICPA). A background check clearance is required, including fingerprints, and the employee's name will be submitted to the Background Check Unit of the State of Alaska Department of Health and Social Services and entered into their central registry. Barrier Crimes Act and ICPA requirements apply and must be complied with at all times in order to remain in the position.

**EEO**

**Approved (2/6/17)**