

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> ANE Cultural Resource Coordinator	
<i>Supervisor:</i> Building Principal/Administrator and Assistant Superintendent	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months	<i>Grade:</i> 6

**Job Summary**

Provide developmental support to students in small group settings. Provide support in the Alaska room to classroom teachers on issues relating to the different Alaska Native cultures in Alaska.

**Essential Job Functions**

Adheres to directives given by the principal, and/or the assistant superintendent.

Schedules the Alaska Room for visiting students and teachers.

Schedules buses for classroom visits to the Alaska Room.

Assists teachers in scheduling cultural presentations in classrooms.

Creates and maintains a record of services of all students and teachers in the FNSBSD who visit the Alaska Room and/or have cultural aides come to their buildings.

Shares information as needed with classroom teachers regarding Alaska Native/American Indian culture and language to enhance student academic achievement.

Maintains and submits required paperwork for the Alaska Room program, which may include monthly and quarterly updates on cultural resources, expenditures, inventories, scheduling and others as assigned.

Provides ongoing training to aides in areas of presenting, filing, documenting, and ordering of supplies.

Attends staff meetings and contributes to staff training provided by the district and the school.

Assists in the supervision of students in a prompt and responsible manner to ensure a safe, nurturing, and healthful environment.

Organizes cultural events and showcases cultures of the school and community for the Alaska Room.

Maintains professional working relationship with Alaska Room aides, teachers, students, and other staff members.

Keeps an accurate inventory of supplies in both used and need to order categories.

Provides cultural resource aides an outlet to give feedback to principal and/or assistant superintendent (via email, survey forms, etc.) on a bi-yearly basis.

**Non-Essential Job Functions**

Performs other job-related duties as assigned.

**Equipment Used**

Computer, copy machine, fax machine, and instructional equipment.

**Independent Decisions**

Makes routine job related decisions.

**Primary Working Contacts**

Other department school staff, academic staff, students, and the public, including parents and elders.

**Responsibility for Cash, Equipment, Safety**

None.

**Supervision Received and Exercised**

Provides supervision for cultural resource aides; receives oral and written supervision from the building principal and assistant superintendent.

**Unusual Working Conditions**

None.

**Evaluation**

Annual written evaluation by the building administrator, with input from the assistant superintendent.

**Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

**Job Qualifications**

The following are required:

1. High school diploma or equivalent.
2. For Title I schools: associate's degree, 48 hours of college coursework, or successful completion of the ParaPro assessment required.
3. Must have work experience demonstrating an ability to maintain accurate records and implement plans.
4. Past experience working with the Native community.

5. Math, reading and English skills at a high school level or beyond and computer skills, including spreadsheets, database, and emails with attachments.
6. Must be knowledgeable of the Native community and Alaska Native/American Indian cultures.
7. Must be able to work collaboratively with the classroom teachers, building and ANE staff members, and anyone else affiliated with the ANE cultural resource specialist position such as parents, students, and community members.

The following are preferred:

1. Associate's degree.
2. Additional education and/or experience in cultural arts, language arts, and learning styles; experience in working in a collaborative instructional effort; and knowledge and experience in cross-cultural communication.
3. Supervisory skills.

### **Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**