

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Director of Alaska Native Education (ANE)	
<i>Supervisor:</i> Director of Federal Programs	<i>Classification:</i> Salary, Non-Represented
<i>Days/Months:</i> 12 months	<i>Grade:</i> 7

Job Summary

The Alaska Native Education (ANE) Director drives the success of the district's Indigenous Education program. This leadership position is directly responsible for managing the Title VI Indian Education Grant, supervising ANE staff, and managing the Alaska Room supporting cultural enrichment and family engagement. The Director further empowers educators by supporting school-based staff and providing targeted professional development, while also overseeing the Parent Advisory Committee.

Essential Job Functions

Responsible for the day-to-day operation of the district's ANE program and Alaska Room.

Manages and delivers all aspects of the Alaska Room's cultural education programs, including scheduling, presenting, coordinating outreach to schools, and serving as a key liaison for community partnerships.

Oversees the operational and administrative functions of the Alaska Room, which involves staff development for Cultural Resource Aides, maintaining comprehensive records and inventories, and ensuring efficient program support.

Supervises and assists in the evaluation of district-wide classified staff, providing direct services to Alaska Native and American Indian students.

Hires, supervises, and evaluates ANE program staff. Shares evaluation responsibilities with the building principals for the ANE program tutors.

Maintains a close working relationship with the ANE parent advisory committee.

Conducts needs assessments and makes recommendations for improvement of educational services to Alaska Native and American Indian students.

Responsible for program evaluation based on student data, such as grade reports and standardized test scores.

Develops the Title VI IEA grant proposal and additional proposals.

Submits required annual federal reports and grant updates.

Responsible for the program budget.

Provides support to staff for leadership/culture club activities and events.

Provides orientation and training to new staff. Identifies and coordinates ongoing training/Professional Development for district-wide ANE staff.

Encourages and supports Alaska Native and American Indian student recognition, leadership development, and cultural activities.

As specified in Title VI IEA grant, coordinates instructional services to meet the needs of Alaska Native and American Indian students; supervises program tutors; oversees curriculum development and implementation; and works with other program staff to provide district-wide cross-cultural familiarization and training.

Represents the ANE program on committees, work groups, and in the broader community (as a liaison) with community service and Alaska Native organizations.

Responds to audit questions dealing with ANE funding during the district's annual consolidated audit.

Seeks additional funding sources. Initiates new program(s) to meet the needs of Alaska Native and American Indian students.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Standard office equipment to include computer and printer operation.

Independent Decisions

Makes decisions as needed to maintain the functions of the program pursuant to supervisory directives, district guidelines, and policies.

Primary Working Contacts

Building principals, Student Support Services staff, administrative center staff, ANE parent advisory committee, Alaska Native and American Indian parents, Alaska Native organizations and affiliated groups, Federal Title VI personnel, state social service personnel, community service organizations, Association of Interior Native Educators (AINE), UAF Native Language Center, and other relevant departments.

Responsibility for Cash, Equipment, Safety

Participates in and coordinates fund-raising activities, if necessary. Maintains records of equipment purchases and placement in school sites.

Supervision Received and Exercised

Works under the direct supervision of the Executive Director of Student Support Services and is responsible for supervising ANE program staff. The ANE director and building principals will jointly supervise the ANE program tutors assigned to schools.

Unusual Working Conditions

Attendance at evening events such as potlucks, potlatches, student recognition ceremonies, youth leadership events, and weekend youth activities.

Evaluation

Annual written evaluation.

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. Bachelor's degree in Education, Alaska Native Studies, or related field. A combination of college coursework and relevant training or professional development may substitute for a degree.
2. Minimum of three (3) years of experience in child advocacy and parent outreach with school age children.
3. Two (2) years of experience to include supervision of others, grant writing, and budget development and management.
4. Familiarity with Title VI IEA, other related grants, and Alaska Native culture.
5. Excellent oral and written communication skills in English.
6. Excellent public relations skills including social media and other online platforms for social promotion.
7. Ability to work effectively with Indigenous parents and the community.
8. Proven ability to work with people in team management situations.
9. Ability to use a computer for correspondence, data tracking and reporting.
10. Successful training and/or experience in cross-cultural education.
11. Knowledge/experience related to the effects of trauma and poverty on children.
12. Must have and maintain a valid State of Alaska driver's license, current insurance, and vehicle registration.

The following are preferred:

1. Master's degree in education or related field.

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.