

YKSD JOB DESCRIPTION



JOB TITLE: Native Language Coordinator	
SUPERVISOR: Director of Teaching, Learning & Professional Development	CLASSIFICATION: CERTIFIED (YKAA)
DAYS/MONTHS: 210 DAYS	

GENERAL RESPONSIBILITIES

To coordinate and manage the indigenous language development programs including curricula with the aim of improving educational opportunities for the students of the district.

DUTIES & EXPECTATIONS

1. Coordinate and monitor the district's language development curriculum and project.
2. Create, implement and sustain meaningful staff development with language co-teachers..
3. Develop and implement the district's English First Language and Athabaskan Second Language programs and associated culturally relevant instructional and curriculum materials.
4. Teach classes through video-conference for the two Athabaskan languages: Denaakk'e and Benhti Kokht'ana Kenaga'.
5. Travel to remote locations
6. Live and work in a cross-cultural, rural Alaskan environment.
7. Work closely with site administrators in a common effort to revise and implement the scope, sequence, concept and skills, which comprise the core curriculum for the district.
8. Provide technical support to instructional aides, teachers and site administrators.
9. Create and oversee meaningful language development program student assessments.
10. Make appropriate reports to Superintendent, Board, State and Federal government on grants and/or programs under direct supervision.
11. Establish rapport with elders from the villages to facilitate sharing language and cultural information through classroom visits; documenting their stories; personal indigenous names; stories etc.
12. Work with language colleagues to revitalize the indigenous languages through grant collaborations, conference presentations, and digital archiving.
13. Establish relationships with all students by visiting schools, taking photographs, chaperoning field trips, and by keeping open communication.
14. Other duties as assigned by the Superintendent.

EQUIPMENT USED

Standard office equipment, including computer, printer, copier, fax machine, telephone system, and video conferencing.

INDEPENDENT DECISIONS

Makes decisions of a routine, job-related nature, based on School Board policy, district and/or building rules.

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PRIMARY WORKING CONTACTS

Administrators, teachers, counselors, students, and parents.

SUPERVISION RECEIVED AND EXERCISED

Receives oral and/or written instructions from assigned district office administrator(s).

Responsible for the safety and supervision of students.

UNUSUAL WORKING CONDITIONS

Some evening and weekend work will be required. Travel in small aircraft required.

EVALUATION

Annual written evaluation.

PHYSICAL AND MENTAL DEMANDS

The physical demands include: occasional lifting carrying, pushing and/or pulling; some climbing; some stooping, kneeling, crouching and/or crawling; and significant reaching, handling, speaking, writing, hearing, and fine finger dexterity; frequent standing, walking, and sitting, and lifting up to 40 pounds.

QUALIFICATIONS

Education: Masters degree in Linguistics, Education (Language & Literacy) or related field.

Experience: Minimum of two years demonstrated successful experience in the area of bilingual curriculum development. Experience in both applied linguistics, language teaching and materials development. Experience in coordinating large, ongoing projects.

Knowledge: Proficient or working toward proficiency in Koyukon or Lower Tanana Athabascan.

Abilities: Demonstrated ability to work cooperatively with Alaska's Koyukon and Lower Tanana communities.