

**COOK INLET TRIBAL COUNCIL, INC.**  
**JOB DESCRIPTION**

Job Title: CITC Teacher, Advanced Math  
Department: Education Services System  
Reports To: Program Manager  
Supervises: N/A  
FLSA Status: Full-time Regular, Exempt  
Wage: DOE  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

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**General Functions:**

Under the supervision of the Program Manager, the Teacher will work with Alaska Native/American Indian students in various settings, both in and out of the classroom. The Teacher will provide one-on-one as well as group tutoring and will be expected to participate in special events and extra-curricular activities. The CITC Teacher is responsible for developing and implementing innovative, challenging, engaging, and culturally relevant material.

**Duties and Responsibilities**, including but not limited to:

- Collaboratively works within an Educational Team including: Family Advocates, Counselors, and/or Teaching Assistants
- Provide instruction in advanced math subjects, including but not limited to: Calculus & Trigonometry.
- Use appropriate instructional techniques congruent with Native learning styles.
- Develop positive working relationships with students and families; encourage family involvement in the educational process of each student.
- Develop individual student files to include demographics, attendance, in-class participation and other educational data.
- With the assistance of the CITC Education Team, develop individual education plans (IEP) for each student based on ASD and CITC administered assessments.
- Become familiar with Anchorage School District (ASD) curricula and be willing to design alternative, innovative and culturally responsive teaching methods.
- Plan and participate in group cultural activities and special events/field trips scheduled throughout the academic year.
- Other related duties as assigned.

Internal/External Relations

- Coordinate with CITC team members concerning in-school parent conferences and home visits; call for, and conduct, parent meetings as deemed necessary.
- Participate in CITC staff development training and attend applicable ASD in-service seminars and workshops.

- Follow ASD policies, especially regarding submitting grades, attendance, etc.; Teachers are CITC employees as well as guests in the high schools. All relationships must be respected.
- Maintain confidentiality at all times while displaying a professional disposition.

**Job Specifications:**

- Excellent interpersonal skills combined with the ability to work with diverse groups of people with varying needs
- Excellent verbal and written communication skills
- Demonstrated ability to work both independently and as a contributory team member
- Strong problem solving skills
- Demonstrated ability to work productively with a minimum amount of supervision
- Strong problem solving proficiency
- Well-developed computer skills, including spreadsheet, word processing and database programs.

**Qualifications**

- Bachelor's degree in Education or Math or core academic discipline from four-year, accredited college or university
- Current Alaska Teaching Certificate with Math Endorsement.
- Experience with innovative and culturally responsive teaching methods.
- At least three years of experience working professionally with youth, or equivalent combination of education and life experience
- Demonstrated knowledge and understanding of the social, educational, training and cultural needs of the Alaska Native/American Indian community
- Experience working with Alaska Native people, knowledge of their values and belief systems and ability to provide culturally competent services
- Continued employment is contingent upon receipt of a satisfactory report from a state and federal background check, in compliance with the 1990 Indian Child Protection Act.

**Hiring Preference:**

Preference shall be given to eligible and qualified Alaska Native/American Indian applicants pursuant to P.L. 93-638 Indian Self-Determination Act

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date