



CONTRACT POSITION: CANVAS Course Development Assistant

INFORMATION

Department:	Education STEAM & Post Secondary
Location of Work:	Juneau
Application Deadline:	Applications will be accepted and processed through April 1, 2025

OVERVIEW OF TASK/WORK

Sealaska Heritage Institute (SHI) is seeking an individual to assist in the critical alignment and course content implementation for a Work Readiness class using the “Our Strength” Work Readiness curriculum. (Grant Objective 2). This individual must have experience in curriculum review, editing, script and audio recording and knowledge of CANVAS. Experience in classroom instruction and working with families is helpful as this course will be implemented for classroom instruction.

SCOPE OF WORK

1. Script Writing and Audio Recording: Experience creating engaging scripts and producing audio materials to enhance the instructional experience.
2. Knowledge of the CANVAS learning management system: Familiarity for effective content implementation and review.
3. Classroom Instruction Experience: A background in engaging students in classroom settings to ensure content connects and engages with student learning.

We encourage you to apply if you have the relevant skills and are passionate about education,

REQUIRED SKILLS

- A strong understanding of Indigenous culture and perspective.
- Experience in proofing and editing Understanding By Design Modules (Lesson Plans),
- Excellent verbal, written, and interpersonal communication skills.
- Ability to work well on own initiative and within a team.
- Ability to work in a limited timeframe.
- Experience in recording audio and writing scripts.
- Classroom experience and working with families of high school students.

PROJECT/CONTRACTOR TIMELINE

This position will start immediately and be completed no later than August 1, 2025

NECESSARY KNOWLEDGE & EXPERIENCE

See required skills.

To Apply: Submit an interest form at this link: [Contractor Interest Form](#)

For this contract position, please make sure to include the following information in your application: a short statement describing your interest in this role.

If you have any questions regarding this contract position, please contact Shari Paul, Program Manager - shari.paul@sealaska.com

