



***CONTRACT POSITION: CTE - RootEd Career Guide***

***INFORMATION***

Department:	Education STEAM & Post Secondary
Location of Work:	Varies within Southeast Alaska
Application Deadline:	Applications will be accepted and processed on a rolling basis through the end of the year or until additional positions are no longer required.

***OVERVIEW OF TASK/WORK***

Sealaska Heritage Institute (SHI) is seeking individuals to serve as career guides supporting secondary students in preparing for graduation and post-secondary planning. This position will work within the RootEd program to support students and track progress and key metrics established by the RootEd alliance for post-secondary success. Applicants should expect to collaborate with school staff, support student planning, track student progress, and meet with SHI staff as well as attend professional development and training.

An ideal applicant will have strong ties within Southeast Alaska and experience working with Alaskan students.

***SCOPE OF WORK***

1. Collaborate with School Staff: Meet with each rootEd school's staff (via Zoom or in person) to discuss how rootEd can smoothly align with school staff and student support. Develop and implement a year-long plan tailored to each student.
2. Student Support & Planning: Arrange monthly meetings (in person or via Zoom) and additional check-ins with students to provide them tools and support in developing their post-high school plans.
3. Family & Community Engagement: Partner with district staff to organize a family night or career exposure activity at each high school focused on college and career planning.
4. Alignment with rootEd Goals: Follow the rootEd Career Plan and prioritize the key metrics established by rootEd.
5. Ongoing Progress Monitoring: Track student progress weekly using the Salesforce database to ensure metrics are met.
6. Meetings: Attend via Zoom or in person professional development meetings associated with rootED

### ***REQUIRED SKILLS***

- Ability to work well individually and collaboratively with school district partners
- Excellent written and oral communication skills
- Strong organizational skills
- Overall personal bearing conducive to working with secondary students in a rural Alaskan environment
- Demonstrated ability to use CRMs is a plus but not required

### ***PROJECT/CONTRACTOR TIMELINE***

This position is funded by a three-year award. Selected candidates will be considered for the 2026-2027 academic year, and contracts will be reviewed and renewed each academic year. This position is expected to begin Summer 2026 for training and be completed no later than June 2027.

### ***NECESSARY KNOWLEDGE & EXPERIENCE***

- Experience working with secondary students, especially with underrepresented or at-risk students.
- Experience in or knowledge of post-secondary pathways, to include Career and Technical Education (CTE) pathways, academia, and/or service in the Armed Forces.
- Experience working in partnership with or within school districts in Alaska
- Knowledge of communities in Southeast Alaska
- Knowledge of Alaska Native culture and education

***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 written proposal that documents why you are qualified to do the work, a short statement describing your interest in this role.

If you have any questions regarding this contract position, please contact Bridget Stark, College and Career Specialist - [careertech@sealaskaheritage.com](mailto:careertech@sealaskaheritage.com)

