



CONTRACT POSITION: Community of Practice Instructor of Record and Facilitator

INFORMATION

Department:	Education Language, Literacy, & Professional Development
Location of Work:	Virtual with some travel to Juneau
Application Deadline:	May 31, 2026

OVERVIEW OF TASK/WORK

Sealaska Heritage Institute (SHI) is seeking individuals to serve as facilitators for the Thru the Cultural Lens (TCL) 2026-2027 Community of Practice (CoP) while acting as the Instructor of Record for the corresponding credit bearing course offered through the University of Alaska Southeast (UAS). The instructors will be officially assigned to create and manage the UAS credit options and facilitate the TCL CoP cohort through the 2026-27 school year.

SCOPE OF WORK

1. Provide consultation services in planning and coordination of credit-bearing process.
2. Collaborate with the cultural specialist assigned to the project by SHI in planning and coordination of the CoP
3. Designing meeting agendas and facilitate the online and in-person CoP sessions.
4. Establish a sustainable network among the CoP participants
5. Serve as the UAS Instructor of Record for credit option(s).
6. Create a course proposal and syllabus for credit option(s).
7. Submit course proposal and syllabus to UAS for approval.
8. Help participants register for the course.
9. Produce, deliver, and collect any necessary meetings, homework, reflections, etc. that may be needed for course.
10. Attend necessary meetings with SHI staff and participates.
11. Any other duties needed for the credit option(s).
12. Submit final grades at course conclusion.

REQUIRED SKILLS

- Familiar with functions of communities of practice, specially among educators.
- Skilled in planning and hosting engaging in-person and online meetings.
- Skilled in cultivating culturally responsive education solutions in educational settings.
- Demonstrated effective verbal and interpersonal communication skills.
- Proficient in computer applications, including word processors, virtual meeting spaces, and collaborative document platforms.
- Highly organized, self-motivated, and attentive to details.

PROJECT/CONTRACTOR TIMELINE

The selected Instructor of Record is expected to commit to the Project from summer of 2026 to the end of the 2027 school year. The course preparation starts at the beginning of July 2026. The IoR will facilitate the first CoP gathering in-person on August 3rd in Juneau and continue teaching the course through the full academic year until May 2027. During this time the IoR will hold monthly online meetings with the CoP cohort. Two of the sessions, one in January and one at the conclusion of the CoP in May will be in-person. Contractors should expect to spend an average of 2-3hrs per week on this project.

NECESSARY KNOWLEDGE & EXPERIENCE

- Experience in primary and/or secondary education.
- Experience in credit bearing semester courses.
- 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: outline of your experience as it relates to this work.

If you have any questions regarding this contract position, please contact Soha Azargan, Education Program Manager - soha.azargan@sealaskaheritage.com

