

Kashunamiut School District  
Chevak, AK 99563

Open: June 30, 2022 Closes: Until filled

## Job Description

JOB TITLE: KCUK Radio Producer/Programmer SALARY: DOE  
REPORTS TO: KCUK General Manager Hours: 8 hr/day  
LOCATION: Kashunamiut School District Office KCUK Radio  
No. DAYS: 260 Days

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**JOB PURPOSE:** The KCUK Radio Producer/Programmer produces educational radio programs by transcribing and translating recorded materials from Cup'ik/Yup'ik to English and from English to Cup'ik.

### **Duties, Responsibilities and Accountabilities**

1. Transcribes programs to English and to Cup'ik
2. Works with the ENCO automation system to acquire and produce radio programs.
3. Works with NPR (National Public Radio) to acquire and produce radio programs
4. Encourages teachers to develop broadcasting activities for students and participate in KCUK broadcasts.
5. Assists in the development of student productions.
6. Consults with regional, statewide and national KCUK affiliates to secure additional radio programming.
7. Participates in production trainings, webinar training as directed and necessary.
8. Announces on KCUK radio.
9. Operates broadcast equipment
10. Participates in staff meetings and training sessions.
11. Assists in training and monitoring volunteers.
12. Abides by applicable statutes, policies, regulations and directives.
13. Other duties as assigned by the teacher or principal.

### **Qualification:**

1. High School graduate or GED
2. Experience with radio systems preferred
3. Ability to manage time and meet deadlines
4. Fluent reader, writer and speaker of Cup'ik and English
5. Two years of post secondary education desirable
6. Must have a clear background screening

### **Knowledge, Skills and Abilities**

1. Requires decision-making ability and the ability to work independently. Requires ability to plan, schedule, and prioritize work.

2. Requires interpersonal skills to courteously and effectively work with others
3. Requires ability to speak clearly and concisely both in oral and written communication in Cup'ik and English.
4. Requires willingness to perform various job-related duties, as situations require, a strong sense of teamwork, and ability to work cooperatively with others.
5. Requires ability to perform duties with awareness of all district requirements, Board of Education practices, Alaska State Laws, and Department of Education and Early Development regulations.
6. **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
7. **Computer Skills and Abilities:** Requires knowledge and ability to operate a variety of software on computers. Working knowledge of Microsoft Word, Excel, and email required.
8. **Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; operate a computer; and reach with hands and arms. This position requires the individual to meet deadlines with severe time constraints and to interact with the public and other workers. The employee must occasionally lift and/or move up to 30 pounds, such as tables, office furniture and supplies. This position may occasionally require employee to work extended or irregular hours. Specific vision abilities required by this job include close vision and depth perception.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

**Note:** Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008, which became effective November 21, 2009, protects applicants and employees from employment discrimination based on genetic information. Employers are prohibited from discriminating in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees or their family members, the manifestation of diseases or disorders in family members (family medical history), and requests for or receipt of genetic services by applicants, employees, or their family members.

The district and its employees shall not unlawfully discriminate against or harass employees or job applicants on the basis of sex, race, color, religion, national origin, ancestry, age, marital status, changes in marital status, pregnancy, parenthood, physical or mental disability, Vietnam era veteran status, genetic information, or good faith reporting to the board on a matter of public concern.

- To apply:
1. Pick up an application from the district office Monday through Friday between the hours of 8:00 AM to 5:00 PM. Return application to Michelle Night at the Kashunamiut School District.
  2. Must include 3 references, work experience and education.
  3. Must pass a background screening.