



Northwest Arctic Borough School District  
HUMAN RESOURCES DEPARTMENT

P.O. BOX 51 • KOTZEBUE, AK 99752 • (907) 442-1800 • FAX (907) 442-2172

**POSITION VACANCY ANNOUNCEMENT C21-004**

**P-19-02**

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**TITLE:** AAE/GED Instructor – Alaska Technical Center

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**QUALIFICATIONS:**

1. Bachelors' degree required.
2. Extensive experience in working and living in a cross-cultural, rural Alaskan environment.
3. Successful experience in teaching or training.
4. Strong organizational Skills, ability to prioritize and meet deadlines.
5. Experience and/or coursework in adult education preferred
6. Distance learning experience preferred.
7. Strong communication, record-keeping and reporting skills.
8. Knowledge and experience using Microsoft
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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**REPORTS TO:** Director of Alaska Technical Center

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**PERFORMANCE RESPONSIBILITIES:**

1. Assess, instruct and evaluate (test) students in the areas of life skills, English as a second language, adult basic education (AAE) and general equivalency diploma (GED) preparation.
2. Provide basic skills testing and diagnosis for prospective and enrolled students at the Alaska Technical Center.
3. Instruct ATC students in basic skills appropriate to each student's need and technical program delivered both on site and via distance learning.
4. Provide guided instructional support for students enrolled in ATC courses.
5. Collaborate to develop and provide basic skills curriculum for adults attending ATC.
6. Provide sequenced, relevant curriculum in basic, academic and life skills.
7. Recruit and identify students and agencies in Kotzebue needing adult education instruction and service.
8. Establish and maintain student academic records including follow-up records of students enrolled.
9. Record attendance, tabulate and submit monthly attendance reports supervisor.
10. Attend staff development and training sessions as scheduled.
11. Complete other duties as assigned by supervisor and/or Director of Alaska Technical Center.

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**LENGTH OF POSITION:** Fulltime, 220days per school year.

**SALARY** Range 10 Step 1 / 401.18 Daily

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**APPLICATION PROCEDURES:**

DISTRICT EMPLOYEES must submit to the Personnel office: Request for transfer form; list of work experience; letter of recommendation from current supervisor.

OTHER APPLICANTS must submit the following items to the District Office: a completed application; at least three (3) current references, including on from most recent employer. All references must have current telephone numbers.

**APPLICANTS ALREADY ON FILE MUST SUBMIT  
A LETTER EXPRESSING INTEREST IN THE POSITION**

**ALL OF THE ABOVE MUST BE POSTMARKED OR RECEIVED ON OR BEFORE  
THE CLOSING DATE TO BE CONSIDERED FOR THIS POSITION**

DATE ANNOUNCED ..... May 20, 2020  
DATE CLOSING ..... OPEN UNTIL FILLED

**AN AFFIRMATIVE ACTION-EQUAL OPPORTUNITY EMPLOYER  
APPLICATIONS FROM MINORITIES ARE ENCOURAGED**