



**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 C22-016**

**I-14-09**

**TITLE:** Bilingual Instructor -Selawik, AK

**QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Fluency in Inupiaq language preferred, knowledge of traditional Inupiaq culture/skills.
3. Experience as a teacher's aide preferred.
4. The minimum qualifications for this position set forth in the Federal No Child Left Behind Act (NCLBA) are not being enforced by the District at this time, per direction of the Alaska Department of Education and Early Development. If that direction changes, or if the District determines it necessary to enforce those minimum qualifications, any teacher aide hired after the NCLBA was enacted (January 8, 2002), who does not meet the minimum qualifications, will be terminated.

**REPORTS TO:** Principal and supervising teacher

**JOB GOAL:** To assist the teacher achieve teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.

**PERFORMANCE RESPONSIBILITIES:**

Plan for delivery of Inupiaq instruction to students; works with individual students or small groups of students to reinforce learning of material or skill initially introduced by the teacher; assists the teacher in devising special strategies for reinforcing material or skill based on a sympathetic understanding of individual students, their needs, interests, and abilities; operates and cares for equipment used in the classroom for instructional purposes; helps students master equipment or instructional materials assigned by teacher; distributes and collects workbooks, papers, and other materials for instruction; guides independent study, enrichment work and remedial work set up and assigned by the teacher; assists with the supervision of students during emergency drills, assemblies, play periods, and field trips; assists with such large groups activities as drill work, reading aloud, and story telling; reads to students, listens to students read, and participates in other forms of oral communication with students; assists students in the library or media corner; checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher; checks and records student attendance; alerts the regular teacher to any problem or special information about an individual student; serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher; maintains the same high level of ethical behavior and confidentiality of information about student as is expected of fully licensed teachers; participates in inservice training programs, as assigned; other duties as assigned by the teacher or principal.

**LENGTH OF POSITION:** 6.5 Hours per day, 193 days per school year

**SALARY:** Range 1/Step 1, \$207.96/day

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board Policy.

**APPLICATION PROCEDURES:**

**DISTRICT EMPLOYEES** must submit to the human resources department: Request for transfer form, list of work experience and letter of recommendation from current supervisor.

**OTHER APPLICANTS** must submit the following items to the human resources department: A completed application, at least three (3) current references (one 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..... June 15, 2021

DATE CLOSING ..... Open Until Filled

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