



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 T20-055

E-02-11

TITLE: Elementary Teacher (PRE-K), Location: Buckland, AK

QUALIFICATIONS:

1. Bachelor's degree, Valid Alaska teaching certificate.
2. Experience with computers essential

REPORTS TO: Principal
SUPERVISES: Students and classroom aides

JOB GOAL: To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

Responsibilities include, but are not limited to the following: meets and instructs assigned classes in the locations and at the time designated; plans and provides a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students; writes daily lesson plans that include objectives, and activities to support those objectives; creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students; demonstrates adequate control over student behavior; guides the learning process toward the achievement of district/site goals and establishes clear objectives for all lessons, units, and to communicate these objectives to students; employs a variety of instructional techniques consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved; plans lessons that will reflect goals and objectives from the district curriculum guide; the teacher selects, develops, and employs appropriate evaluative techniques with regard to impartiality, consistency, and objectivity; diagnoses the learning abilities of students on a regular basis, seeking the assistance of district specialists as required; takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities; maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.; evaluates students a number of times to make an accurate appraisal at the end of the grading period; assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner; plans and supervises purposeful assignments for teacher aide(s) and volunteer(s), and cooperatively with other supervisors, evaluates their job performance; strives to maintain and improve professional competence; attends staff meetings and serves on staff committees as required; complies with building and district policy.; maintains a positive working relationship with the school staff and the community.

LENGTH OF POSITION: 190 days, beginning on August 06, 2019

SALARY: Depending on experience / negotiated salary schedule

APPLICATION PROCEDURES:

DISTRICT EMPLOYEES must submit to the Human Resources department: a completed request for transfer form; an updated resume; and a letter of recommendation from current supervisor.

OTHER APPLICANTS must submit the following items to the Human Resources department: a completed professional application; placement file from college/university; official transcripts; valid Alaska teaching certificate; and at least four (4) current references, including one from most recent supervisor. All references must have current telephone numbers.

**APPLICANT 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 July 29, 2019

DATE CLOSING Until Filled

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