



Northwest Arctic Borough School District

HUMAN RESOURCES DEPARTMENT

P.O. BOX 51 • KOTZEBUE, AK 99752 • (907) 442-1810 • FAX (907) 442-2172

POSITION VACANCY ANNOUNCEMENT C21-091

E-99-28

TITLE: Early Childhood Specialist – Pre- K Coordinator

FSLA STATUS: Exempt

QUALIFICATIONS:

1. Bachelors’ Degree in Early Childhood or Elementary Education
2. Valid Alaska Teaching Certificate
3. Masters’ Degree in Early Childhood Education Preferred but not required
4. Experience with Smartboards/ Tables preferred but not required
5. Minimum of five years’ experience in Pre-K classrooms
6. Minimum of three years’ experience with rural Alaskan Native populations
7. Ability to travel independently to village sites for an extended period of time

REPORTS TO: Director of Curriculum

JOB GOAL: Pre-K Coordinator would visit all sites each semester and spend several days on site; will oversee all curriculum for 3 and 4 year old’s, coordinate with NWABSD directors, observe each certified teacher once per semester, observe each paraprofessional who directs a Pre-K class 2 times a semester, arrange RD, arrange parent nights, provide district wide communication to parents/communities; will coordinate curriculum development; will take 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; strives to maintain and improve professional competence; attend staff meetings and serves on staff committees as required; complies with district policy; maintains a positive working relationship with the school staff and the community.

TERMS OF EMPLOYMENT: Fulltime, 7.5 hrs/day October 1st, 2020 – June 18th, 2020 – 174 days/year
Salary and work year to be established by the NWABSD Board of Education.

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

APPLICATION PROCEDURES:

DISTRICT EMPLOYEES must submit the following to the Human Resources Office: Request for transfer; list of work experience and letter of recommendation from current supervisor.

OTHER APPLICANTS must submit the following items to the personnel office: A completed application, at least three (4) 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 THIS POSITION***

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

DATE ANNOUNCED September 18,2020

DATE CLOSING Until Filled

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