



**District-wide Social Emotional Support Program  
Coordinator Job Description & Posting Information**

- Minimum of two year's experience working in schools coordinating/supporting school counselors, career technical pathways, and social-emotional programs.
- Experience providing direct and indirect services to special education and at-risk students.
- Experience supporting and working with Indigenous students is preferred.
- Experience collaborating and establishing inter-agency linkages and post-secondary planning.
- Experience providing district-wide in-person and remote support to adult learners.
- Experience establishing culturally responsive systems to develop social, post-secondary skills, and emotional skills for students and staff.

**Preference:**

Inupiaq speaking and cultural experience are preferred.

**Essential Duties and Responsibilities**

Maintain competency in subject matter areas of certification and assignment. There are instances where teachers are assigned to teach subjects outside of their area of preparation, and training will be provided as needed.

Experience providing support with IEP development, Individualized Learning Plans, 504 Plans, Secondary Transition Plans, and Tumitchiat Sivunmun Plans.

- Experience working-collaboratively to establish a timeline for the implementation of site-based social skills, anger management, stress reduction, grief groups, etc., to address students' at-risk needs.
- Assist building staff in developing and implementing accommodations and modifications to support students with disabilities to be successful throughout their school day.
- Work in collaboration with the Coordinator of School Counselors and Post-Secondary Pathways to identify home-based needs. Provide training and tools to families to increase home-based capacity.
- Work in collaboration with the Coordinator of School Counselors and Post-Secondary pathways and site-based School Council Advisors to promote student voice and leadership.
- Work in collaboration with the Coordinator of School Counselors and Post-Secondary pathways to support the district-wide Student Council to address site-based and district needs through remote, on-site, and District-wide Student Council.
- Experience providing support and training with student scheduling, data collection, and facilitation of identified site-based parent training.
- Work in collaboration with other Departments to train school counselors to review transcripts as part of graduation planning, develop individual graduation plans, support college applications, ACT, ASFAB, etc. scheduling, and implementation.
- Experience working in collaboration with other Departments, to support and staff to understand and implement a multi-tiered system of support.

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- Experience identifying, modeling, and training site-based individual or group social- emotional support or career awareness activities.
- Experience supporting district-wide coordination of home, school, and community resources to address crises and follow-up support, as needed.
- Experience providing on-site training and remote support to assist school counselors in accessing and scheduling community resources.
- Experience providing site-based staff support to establish wellness, positive working relationships, and a sense of community.
- Experience or a willingness to learn how to provide culturally responsive training, conflict resolution support, and implementation of ethical standards for school counselors.
- Support the implementation and documentation of the Alaska Safe Children’s Act and House Bill 210.
- Has experience with the identification and implementation of dual credit classes, graduation planning, OJT, and AKCIS.
- Experience collaborating to provide tools and support to elementary and middle school staff with the implementation of career exploration activities.
- Willing to work in collaboration with the Qatqiññaġvik Learning Program to implement and develop career pathways.
- Willing to work in collaboration with Curriculum and Instruction to assist schools and students in developing and writing Tumitchiat Sivunmun Plans (TSPs).
- Has the interpersonal skills to model and utilize good communication skills to share ideas clearly and concisely, both verbally and in writing.
- Can to train students and staff to utilize basic technology for grant reporting.
- Has experience using a variety of databases, e-mail, and word-processing documents.
- Has experience, willingness, and ability to travel throughout the district.
- Models and adheres to local, state, and federal regulations, ethical practices, and confidentiality.
- Models good organizational skills, how to develop, and how to follow a schedule.
- Perform other tasks and assume other responsibilities as the supervisor may assign.

**Physical Requirements**

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.

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AND  
A DRUG FREE WORKPLACE.**

**Job Description & Posting Information**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel objects, tools, and controls, and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl, talk, and hear. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Environmental Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to travel within and outside of the North Slope Borough School District. The employee must be willing and able to fly in small and large commuter planes.

The noise level in the work environment is usually moderate.

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*This job description is not an employment agreement between the North Slope Borough School District and the employee; and is subject to change by the District as the needs of the District and requirements of the job change.*