



# NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

## HUMAN RESOURCES DEPARTMENT

Ambler · Buckland · Deering · Kiana · Kivalina · Kobuk · Kotzebue · Noatak · Noorvik · Selawik · Shungnak  
PO Box 51 · Kotzebue, Alaska 99752 · Phone (907) 442-1800 · Fax (907) 442-2172

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### POSITION VACANCY ANNOUNCEMENT C26-034

**I-12-04**

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**TITLE:** Bilingual Instructor

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**QUALIFICATIONS:**

1. High School Diploma or GED.
2. Fluency in Inupiaq language preferred,
3. Knowledge of traditional Inupiaq culture/skills.
4. Experience as a teacher's aide preferred.
5. The minimum qualifications for this position set forth in ESEA.

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**REPORTS TO:** Principal and supervising teacher

**JOB GOAL:** to facilitate the acquisition of language skills among students, create a positive and engaging learning environment, develop lesson plans, implement effective teaching strategies, and foster communication, cultural understanding and language fluency.

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### PERFORMANCE RESPONSIBILITIES:

Responsibilities include but are not limited to the following:

1. Develops lesson plans for delivery of Inupiaq Language instruction to students.
2. Integrates cultural activities into language instruction to enhance students' understanding and appreciation of the language.
3. Devises special strategies for reinforcing material or skill based on a sympathetic understanding of individual students, their needs, interests, and abilities.
4. Operates and cares for equipment used in the classroom for instructional purposes.
5. Helps students master equipment or instructional materials.
6. Distributes and collects workbooks, papers, and other materials for instruction.
7. Guides independent study, enrichment work and remedial work.
8. Supervises students at all times while students are assigned to Inupiaq class.
9. Delivers engaging and interactive language lessons using a variety of teaching methods and materials.
10. Fosters a supportive and inclusive learning environment that encourages student participation and collaboration.
11. Administers assessments to measure student progress and analyze results to identify areas for intervention.
12. Checks and records student attendance.
13. Collaborates with parents, other teachers, supervisor and other staff to address student needs.
14. Utilizes technology and multimedia resources throughout classroom lessons.
15. Maintains high level of ethical behavior and confidentiality of information about students.
16. Participates in in-service training programs, as assigned.
17. Other duties as assigned by your supervisors.

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**LENGTH OF POSITION:** 7.0 hours per day, 190 days per school year

**SALARY:** Range 1 / Step 1, \$237.96 per day

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

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<b>TERMS OF EMPLOYMENT:</b> Salary and work year to be established by the NWABSD Board of Education.
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### 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.



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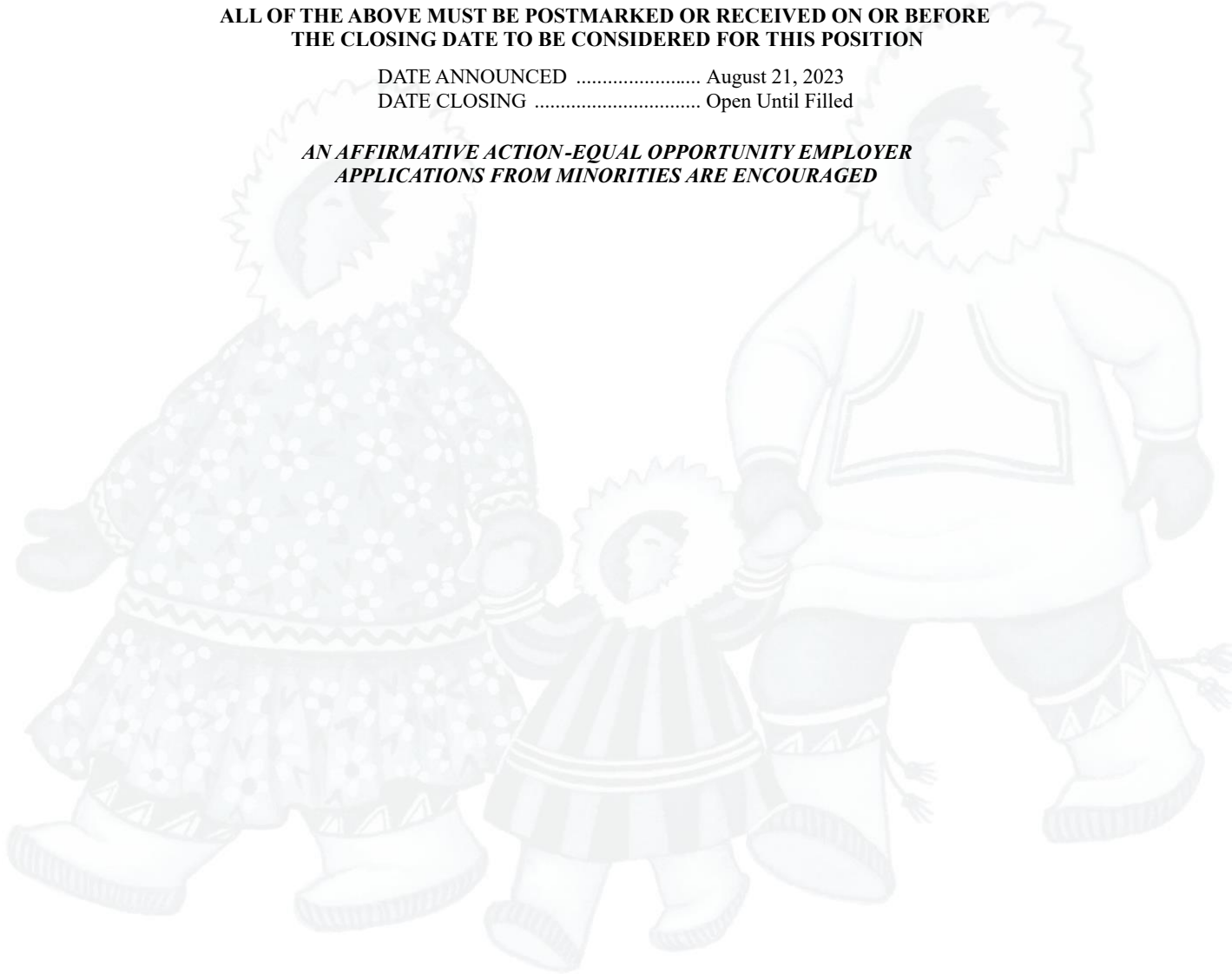
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**APPLICANTS ALREADY ON FILE MUST SUBMIT  
A LETTER EXPRESSING INTEREST IN THE POSITION**

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

DATE ANNOUNCED ..... August 21, 2023  
DATE CLOSING ..... Open Until Filled

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





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