



# North Slope Borough School District

## Vacancy Information

**Location/Site:** Central Office

**Posted Date:** 11/24/2025

**Closing Date:** Until Filled

*This position may be required to complete a pre-employment physical examination and drug screening.*

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### Job Description Information

<b>Position:</b>	Instructional Specialist		
<b>Reports to:</b>	Director of Iñupiaq Education or designee	<b>Supervisory:</b>	No
<b>Classification:</b>	Certified	<b>Safety Sensitive:</b>	No
<b>Range:</b>	B – M+36	<b>Grade Minimum:</b>	\$64,723- \$91,983
<b>Work Year:</b>	191 + 20 Days	<b>FLSA Exempt:</b>	Yes

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### Summary or Purpose

Under the direction of the Directors of Iñupiaq Education and Curriculum and Instruction, the Instructional Specialist will promote and support the NSBSD Board of Education Strategic Plan and District Pedagogy. The specialist will support teachers in the implementation of district pedagogy, culture-based curriculum and lesson planning, and adopt research-based instructional strategies, and assist with providing Culturally Responsive (CRI) training. The Inupiaq Education Department produces culture-based instructional units in kit form for K3/K4-12 classrooms in all content areas, most of which are interdisciplinary in nature. The units are designed and produced to integrate the core content areas into Iñupiaq knowledge systems. The district houses these units in an online database, which teachers then access for implementation and for creating lesson plans. The Instructional Specialist will help manage the online system and provide training and support. The Instructional Specialist will work directly with district teachers and staff, providing classroom-based modeling, collaborative and one-on-one support, and facilitating teacher inquiry and related professional development and mentorship. The Instructional Specialist will also guide teachers in the implementation, use, fidelity, and pacing of the Iñupiaq Learning Framework and culture-based curriculum, and assist in providing training in CRI.

### Minimum Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience:**

- Bachelor's Degree in Native Studies and/or Education required.
- Master's degree in Teaching, Education, and/or Curriculum Writing preferred.
- Three years of experience working in an educational environment required.

## **NSBSD JOB DESCRIPTION INSTRUCTIONAL SPECIALIST**

- Ability to obtain State of Alaska Teacher's Certification.
- Knowledge and awareness of Iñupiaq history and culture required.
- Experience in culture-based unit development and implementation required.
- Computer literacy and proficiency required – including but not limited to Microsoft software, Adobe software, and Mac Studio.
- Experience with computer-assisted instructional programs preferred.
- Ability to work, live, and travel in remote areas of Alaska required.
- Progressive professional attitude: the ability to accept and implement educational changes required.
- Ability to work and contribute as a member of a management team required.
- General knowledge of current trends and issues in education required.
- Outstanding written and verbal communication skills required.
- Experience in the evaluation/selection of curriculum materials preferred.
- Rural Alaskan experience preferred.
- Experience in curriculum mapping and alignment preferred.
- Training and/or experience in the administration of career technical/vocational education, state and
- federal grants, preferred.
- Training and/or experience in innovative program delivery preferred.

### **Language Skills:**

- Read and interpret procedures, policies, and regulations, including safety rules, operating/maintenance instructions, and procedure manuals.
- Present information effectively and respond to questions from supervisors, staff, and the public when issues are reported.

### **Preference:**

- Inupiaq language proficiency preferred.

### **Mathematical Skills:**

- Add, subtract two-digit numbers, and multiply and divide using 10's and 100's.
- Perform these operations using units of American money and weight measurement, volume, and distance.

### **Reasoning Ability:**

- Solve practical problems and deal with a variety of non-standard situations.
- Interpret various instructions furnished in written, oral, diagram, or schedule form.

**THE NORTH SLOPE BOROUGH SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER  
AND  
A DRUG FREE WORKPLACE.**

## **NSBSD JOB DESCRIPTION INSTRUCTIONAL SPECIALIST**

### **Certificates, Licenses, Registrations:**

- Possession of a valid Alaska Driver's License is highly preferred.

### **Essential Duties and Responsibilities**

- Work with district staff in the recruitment and tracking of students in teacher education programs.
- Promote the Career Ladder program for teacher development.
- Assist teachers in making community connections to support the implementation and instruction of North Slope History and Culture and/or North Slope Government courses.
- Assist in supporting a variety of pedagogical methods with an emphasis on CRI, curriculum & instruction training programs, and staff development activities for the District.
- Assist in supporting and reviewing the development, implementation, and review of the District curriculum and instruction standards.
- Assist in supporting the planning and facilitating curriculum mapping and alignment District-wide, including supporting the secondary course rotational schedule.
- Assists in supporting District-wide programs, including local career technical education and vocational programs, Inupiaq language initiatives, culturally safe and responsive pedagogy, and Social and Emotional Learning initiatives.
- Adhere to all District policies and regulations.
- Travel to the village sites as necessary.
- Perform such other tasks and assume other responsibilities as the Director of Iñupiaq Education may assign.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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 is frequently required to stoop, kneel, crouch, or crawl, as well as talk and hear.

The employee may 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 essential functions.

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**NSBSD JOB DESCRIPTION  
INSTRUCTIONAL SPECIALIST**

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 quiet to noisy.

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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.*