



North Slope Borough School District

Vacancy Information

Location/Site: Central Office Annex - Utqiaġvik

Posted Date: 03/20/2026

Closing Date: Until Filled

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

Job Description Information

Position:	Instructional Specialist		
Reports to:	Director of Curriculum & Instruction	Supervisory:	No
Classification:	Certified	Safety Sensitive:	No
Range:	B – M+36	Grade Minimum:	\$64,723 - \$91,983
Work Year:	191	FLSA Exempt:	Yes

Revised 02/19

Summary or Purpose

Under the direction of the Director of C&I the Instructional Specialist will work directly with teachers, and Administrators to support the NSBSD District Pedagogy, The Specialist will provide classroom-based modeling, collaborative and one-on-one support, and facilitating teacher inquiry and related district-wide professional development. The Specialist will also guide teachers in the implementation, use, fidelity, and pacing of the District-adopted content Curricula, programs, texts and materials. The Specialist will assist classroom teachers with the implementation and use of research-based instructional strategies, state and district assessments, and MTSS.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Alaska Teaching Certificate required.
- Iñupiaq Speaking and Cultural Experience preferred.
Experience with diverse cultures required.
- Experience with School Improvement preferred.

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AND
A DRUG FREE WORKPLACE.

NSBSD JOB DESCRIPTION INSTRUCTIONAL SPECIALIST

- Willingness to perform itinerant travel across the District, with a minimum of one visit per quarter, per year required and other visits as needed or directed.
- Master's degree in math or reading with math/reading endorsement preferred.
- Five years' minimum teaching experience. Rural Alaska teaching experience preferred.
- Experience in and teaching the new Alaska State Standards and Alaska Cultural Standards preferred.
- Experience providing staff development to teachers preferred.
- Extensive Knowledge of and Training in the application of current *pedagogy*.

Essential Duties and Responsibilities

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

- Ability to maintain the absolute confidentiality of personal, confidential and proprietary information in recognition of the privacy and proprietary rights of others at all times, and in both professional and social situations.
- Ability to gather, analyze and interpret data for presentations.
- Ability to meet state and federal guidelines and time lines for reporting.
- Ability to support schools with the Alaska School Improvement.
- Ability to work in a collaborative environment and on collaborative projects.
- Provide support to classroom instruction, including modeling of best teaching practices application of current NSBSD program, giving constructive feedback, and planning.
- Facilitate classroom or site meetings to review and practice content pedagogy, develop intervention plans, problem-solve challenges, and discuss student data.

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NSBSD JOB DESCRIPTION INSTRUCTIONAL SPECIALIST

- Play key role in coordinating and managing District-Wide initiatives including review and adoption of materials.
- Assist with inventory for District-Wide adopted materials.
- Participate fully in designated professional development opportunities, including coaching trainings, academies, walk-throughs, workshops, and assessment.
- Assist with designing NSBSD professional development plan.
- Conduct in-service and staff development workshops as needed and or as requested.
- Consult with members of Special Education, Iñupiaq Education, CTE, and supplementary departments as requested.
- Abide by the code of ethics and the professional teaching standards adopted by the Professional Teaching Practice Commission of the State.
- Adhere to all District policies and regulations.

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.

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, controls; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and 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.

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.

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