



# STUDENT ACTIVITIES SY 2025-2026

## Job Descriptions for Fred Ipalook Elementary School, Utqiagvik

### NORTH SLOPE BOROUGH SCHOOL DISTRICT

#### North Slope Borough Board of Education

BP 4000 Concepts and Roles (All Personnel)

The Board believes that its personnel policies must be developed in cooperation with staff in an atmosphere of mutual faith and good will. District policies and regulations shall apply only to the extent that they do not conflict with any collective bargaining agreement in effect between the district and its employees. The Board affirms its intention to have district policies, regulations and procedures conform to the requirements of state and federal laws and regulations.

The Superintendent or designee shall conduct the district's personnel relations with fair and sound practices in accordance with Board policy.

Human Resources

[hr@nsbsd.org](mailto:hr@nsbsd.org)



# NSBSD Student Activities Job Descriptions

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# NSBSD Student Activities Job Descriptions

## BATTLE OF THE BOOKS

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**JOB DESCRIPTION:** Battle of the Books

**LOCATIONS:** All Sites

**RANGE:** (2) \$1,182.00

**TERM:** Based on Schedule (Potentially Prorated)

### General Responsibilities/Duties

- Communicate with participants, parents, and administrators.
- Set an example through living by a high code of conduct.
- Follow safety procedures.
- Understand and adhere the NSBSD and any specific activity policies and guidelines.
- Responsible for the annual review of the Coaches' and the Parent and Student Handbooks.
- Ensure student welfare is paramount in decision-making.
- Complete the Mandatory Trainings (Training Verification Check List Coaching and Activity Adviser Staff) on/or before the first contract day:

### Specific Responsibilities/Duties Battle of the Books (2)

- Work with District Librarian to obtain Battle Study Questions
- Keep a roster and attendance at study sessions.
- Communicate to parents the practice and battle schedules.
- Schedule practice time for BOB
- Participate in District-Wide "Battle"
- Turn in Activity Report, attach photos (if any)

### COMPENSATION

Per negotiated agreement and meeting all "Responsibilities" – payment may be prorated based on meeting the responsibilities.



# NSBSD Student Activities Job Descriptions

## **BUILDING TEST COORDINATOR**

**JOB DESCRIPTION:** Building Test Coordinator

**LOCATION:** All Sites

**RANGE:** (3) \$1,766.00

**TERM:** School Year (Potentially Prorated)

REPORTS TO: Building Principal. Serves as liaison between school and Curriculum and Instruction Department.

### **OVERVIEW OF THE POSITION**

The Building Test Coordinator has varying roles dependent upon the testing happening. This document is split into parts by assessment. For assessments not listed (DIAL, KDP), Central Office Personnel will work directly with the teachers administering the assessments, and you may or may not be asked to assist. The district recognizes that the time, care, and accountability needed to ensure smooth, consistent, and secure testing needs a devoted individual at each site. It is the responsibility of the BTC to attend all scheduled trainings regarding testing, whether they are offered by the Assessment Department, Student Services, Curriculum & Instruction, or an outside entity such as the State of Alaska or WIDA.

### **MAP**

1. MAP/ MPG browser check
  - Work with the Site Tech to verify that all your student computers have access to the MAP testing browser.
  - Report any issues to InfoTech and Caitlin.
2. Test Sessions
  - Create all test sessions for students in your building, according to the teacher who will be testing them. Test sessions must be created at least one day prior to testing.
  - If students are missing from the roster, or are rostered to the wrong class, contact Ian Acuna.
3. Accommodations
  - Students who receive accommodations per their IEP must be given accommodations on their MAP testing.
  - Verify the list of student accommodations with the Counselor, SPED teachers at your site, and the classroom teacher to ensure accuracy and compliance.
4. Test Proctors
  - Each test proctor needs to be trained in test administration. This can be done by you, the Assessment team, or through the online modules provided by NWEA. It is your responsibility to arrange training for those in your building.
  - Each proctor must be able to log in to the NWEA testing site. Verify that each staff member has an account and can log in. If you have issues, contact Ian Acuna.
5. Testing Scheduling and Completion
  - Work with teachers and building administrators to ensure that all students given the appropriate test and are tested in the given window. Schedules need to be sent to Caitlin. If you need scheduling assistance, contact Caitlin.

### **AIMSweb**

- Ensure all teachers giving the AIMS benchmarking probes have access to the online system
- If teachers or students are missing, contact Ian Acuna



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### **WIDA ACCESS (Regulated by WIDA and the state)**

1. Test Security Agreements
  - Verify that all your test administrators have signed level 4 TSA's.
2. Proctor Training
  - Verify that all of the test proctors have passed the WIDA online modules pertaining to the assessments that they will administer. Work with Kathleen Fisher to ensure we have certificates on file.
  - Report any issues to Kathleen and Caitlin
3. Test Sessions
  - Work with Kathleen to determine the students needing the assessment, then create a schedule to ensure that all ELL students are tested.
4. Accommodations
  - Students who receive accommodations per their IEP must be given accommodations on their ACCESS testing.
  - Verify the list of student accommodations with Student Services, the Counselor, SPED teachers at your site, and the test proctor to ensure accuracy and compliance. Ensure that Student Services has the WIDA Accommodations form.
5. Materials Management
  - Assist in the ordering of materials for your building. You will receive a list of students to be tested. It is critical that you verify this list so that the proper materials can be ordered.
  - Work with Kathleen to receive all of the WIDA ACCESS materials. They must be kept in a secured location and signed in and out to appropriate staff for testing.

### **NAEP (regulated by the federal government)**

- Work with your building principal to ensure the Government Representative has all of the information they need
- Ensure all required staff completes the necessary paperwork from the federal government.

### **PEAKS (regulated by the state)**

#### **BEFORE TESTING**

1. Test Security Agreements
  - Verify that all your test administrators have signed level 4 TSA's.
2. INSIGHT client check
  - Verify that all your student computers have the INSIGHT client installed.
  - Work with the Site Tech to perform the configuration check, report any issues to InfoTech.
3. Student Rostering
  - Roster all students into test sessions, if you have difficulties, report them to Caitlin immediately.
4. Test tickets
  - These are secure test items; they must be kept secure until student's test.
  - Print them and organize them by grade or teacher/classroom, however your students will test.
  - Advise teachers to keep track of who does NOT test, keep their test tickets separate.
  - Make-up students can use their original test ticket.
5. Scratch paper/graph paper
  - Make sure you have graph paper and blank scratch paper for each classroom that will be testing
6. Cover up or remove materials on the walls where students will test.
7. Broadcast on VHF or radio the dates students will be testing, go to bed early, eat breakfast, etc...



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8. Headphones
  - Students who get the text-to-speech accommodation MUST have headphones.
  - Other students may use headphones to block noise while they test, do you have enough? If you anticipate needing additional headphones, notify Caitlin by December 15.
  - If you allow any students to do this, you must give ALL students the option to use headphones while they test
9. Test Administrator Directions & Tech Support Guide
  - Each test administrator needs a paper copy of the TAD and Tech Support Guide.
10. Accommodations
  - Students who receive accommodations per their IEP must be given accommodations on their PEAKS test.
  - Verify the list of student accommodations with Student Services, the Counselor, SPED teachers at your site, and the test proctor to ensure accuracy and compliance. Ensure that Student Services has the appropriate forms signed by the test administrator.
11. Seating arrangements, determine the following:
  - Is there enough room for all the students to test?
  - Is there enough space between each seat?
  - Is there an established seating chart?
12. Homeschool students
  - When will they test? Where will they test? Who will administer the test?
  - Ensure that Homeschooled students have been rostered BEFORE testing begins and that Assessment is aware of them/ has contacted their home school.
13. Create a plan for disruptive students.
  - Who are they?
  - Should they test in a separate location?
  - Who will test them, where will they test?

### **DURING TESTING**

1. Teacher cell phones and laptops
  - Teachers may not have anywhere to store their cell phones or laptops.
  - Laptops and cell phones can be stored in the room where students test.
    - Cell phones must be off or silent and out of sight (not in your pocket)
    - Computers should be out of sight.
    - Teachers are not to use their cell phone or laptop during the test session, they can however use their cell phone in the case of an emergency, ONLY IF NO LANDLINE IS PRESENT
2. Post signs
  - No electronics.
  - Testing, do not disturb.
3. Security or ethics breach
  - Report any security breach (electronics in testing room, lost test materials, test materials copied in any way, etc.) to Caitlin immediately, and document in writing.
  - Report any ethics breach (test administrator coaching students, helping students, paraphrasing questions, etc.) to Caitlin immediately, and document in writing.
4. Special Circumstances: student/parent refusal, medical waiver, absent student, or invalidation
  - Document on Irregularity Report
5. Create a plan with your staff to ensure students know what they can do after they finish testing.
  - Should they quietly read a book?
  - Can they leave the room?



## NSBSD Student Activities Job Descriptions

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### **AFTER TESTING**

1. Collect all Irregularity Reports
  - Scan/email all Irregularity Reports to Caitlin
2. Document all parent refusals and send to Caitlin.
3. Collect all test tickets
  - After a student has finished both parts of a test their test ticket should be shredded
  - Keep the test tickets for students who have not yet tested.
4. Shred all used scratch paper.
  - Teachers can do this as soon as they finish testing, or they can turn it in to you with their secure test items, it is kept secure until it is shredded.

Final Note: To meet the terms of the Building Test Coordinator Added Duty Contract you are expected to fulfill the terms of this agreement in addition to your regular duty day. Turn in Activity Report, attach photos (if any).

### **COMPENSATION**

Subject to negotiated agreement added duty compensation range and meeting all “Responsibilities”. Payment may be prorated based on meeting the responsibilities.



# NSBSD Student Activities Job Descriptions

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## CHOIR

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**JOB DESCRIPTION:** Choir (Advanced and Beginning)      **LOCATION:** Fred Ipalook Elementary School, UTQ

**RANGE:** (5) \$3,543.00 and (3) \$1,766.00

**TERM:** School Year (Potentially Prorated)

### General Responsibilities/Duties

- Communicate with participants, parents, and administrators.
- Set an example through living by a high code of conduct.
- Follow safety procedures.
- Understand and adhere the NSBSD and any specific activity policies and guidelines.
- Responsible for the annual review of the Parent and Student Handbooks.
- Ensure student welfare is paramount in decision-making.
- Complete the Mandatory Trainings (Training Verification Check List Coaching and Activity Advisor Staff) on/or before the first contract day:

### Specific Responsibilities/Duties

- Range (5), Spring and Fall, 2 performances.
- Range (3), Spring or Fall, 1 performance.
- Turn in Activity Report, attach photos (if any).

### COMPENSATION

Per negotiated agreement and meeting all “Responsibilities” – payment may be prorated based on meeting the responsibilities.



# NSBSD Student Activities Job Descriptions

## IÑUPIAT DANCE

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**JOB DESCRIPTION:** Iñupiat Dance

**LOCATION:** All Sites

**RANGE:** (4) \$2,361.00

**TERM:** School Year (Potentially Prorated)

### General Responsibilities/Duties

- Communicate with participants, parents, and administrators.
- Set an example through living by a high code of conduct.
- Follow safety procedures.
- Understand and adhere the NSBSD and any specific activity policies and guidelines.
- Responsible for the annual review of the Parent and Student Handbooks.
- Ensure student welfare is paramount in decision-making.
- Complete the Mandatory Trainings (Training Verification Check List Coaching and Activity Advisor Staff) on/or before the first contract day:

### Specific Responsibilities/Duties

- Coordinate with Principal performance time(s)/date(s).
- Spring & Fall (2 performances)
- Keep a roster of dance performers.
- Administer Pre-Attendance Survey to students.
- Turn in Activity Report, attach photos (if any).

### COMPENSATION

Per negotiated agreement and meeting all “Responsibilities” – payment may be prorated based on meeting the responsibilities.



# NSBSD Student Activities Job Descriptions

## **JUNIOR NATIVE YOUTH OLYMPICS (JNYO) COACH**

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**JOB DESCRIPTION:** Junior Native Youth Olympics (JNYO)  
School, UTQ

**LOCATION:** Fred Ipalook Elementary

**RANGE:** (2) \$1,182.00

**TERM:** Based on Schedule (Potentially Prorated)

### **General Responsibilities/Duties**

- Communicate with participants, parents, and administrators.
- Set an example through living by a high code of conduct.
- Follow safety procedures.
- Understand and adhere the NSBSD and any specific activity policies and guidelines.
- Responsible for the annual review of the Parent and Student Handbooks.
- Ensure student welfare is paramount in decision-making.
- Complete the Mandatory Trainings (Training Verification Check List Coaching and Activity Adviser Staff) on/or before the first contract day:

### **Specific Responsibilities/Duties**

- Coordinate with Principal performance time(s)/date(s).
- Keep a roster of athletes and attendance (turn into Principal for possible .25 PE credit).
- Coordinate with JOM grant manager on criteria to attend Anchorage.
- Complete JNYO registration during the early registration period.
- If traveling to ANC:
  - Administer Post-Attendance Survey to students.
  - Turn in Travel paperwork at least 15 days prior and upon return from trip.
  - If from Barrow or Point Hope – follow the Native Village JOM grant manager procedures.

### **COMPENSATION**

Subject to negotiated agreement added duty compensation range and meeting all “Responsibilities”. Payment may be prorated based on meeting the responsibilities.



# NSBSD Student Activities Job Descriptions

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## ROBOTICS

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**JOB DESCRIPTION:** Robotics

**LOCATION:** All Sites

**RANGE:** (3) \$1,766.00

**TERM:** Based on Schedule (Potentially Prorated)

### General Responsibilities/Duties

- Communicate with participants, parents, and administrators.
- Set an example through living by a high code of conduct.
- Follow safety procedures.
- Understand and adhere the NSBSD and any specific activity policies and guidelines.
- Responsible for the annual review of the Parent and Student Handbooks.
- Ensure student welfare is paramount in decision-making.
- Complete the Mandatory Trainings (Training Verification Check List Coaching and Activity Advisor Staff) on/or before the first contract day:

### Specific Responsibilities/Duties

- Work with Curriculum and Instruction Department, Math Specialist.
- Communicate to parents the practice schedules.
- Schedule practice time to prepare for Robotics competition.
- Attend meets.
- Turn in additional Grant required documentation.
- Turn in Activity Report, attach photos (if any).

### COMPENSATION

Subject to negotiated agreement added duty compensation range and meeting all “Responsibilities”. Payment may be prorated based on meeting the responsibilities.



# NSBSD Student Activities Job Descriptions

## SCIENCE FAIR

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**JOB DESCRIPTION:** Science Fair

**LOCATION:** All Sites

**RANGE:** (3) \$1,766.00

**TERM:** School Year (Potentially Prorated)

### General Responsibilities/Duties

- Communicate with participants, parents, and administrators.
- Set an example through living by a high code of conduct.
- Follow safety procedures.
- Understand and adhere the NSBSD and any specific activity policies and guidelines.
- Responsible for the annual review of the Parent and Student Handbooks.
- Ensure student welfare is paramount in decision-making.
- Complete the Mandatory Trainings (Training Verification Check List Coaching and Activity Advisor Staff) on/or before the first contract day:

### Specific Responsibilities/Duties

- Work with Principal to determine the date of the local Science Fair.
- Schedule time to work with students in support of their projects.
- Work with Indian Education Grant Manager on criteria to attend Anchorage Science Fair.
- If traveling to ANC:
  - Administer Post-Attendance Survey to students.
  - Turn in Travel paperwork at least 15 days prior and upon return from trip.
- Turn in Activity Report, attach photos (if any).

### COMPENSATION

Per negotiated agreement and meeting all “Responsibilities” – payment may be prorated based on meeting the responsibilities.



# NSBSD Student Activities Job Descriptions

## SITE TECHNOLOGIST

**JOB DESCRIPTION:** Site Technologist  
UTQ

**RANGE:** (7) \$5,904.00

**TERM:** School Year (Potentially Prorated)

**LOCATION:** Fred Ipalook Elementary School,

Eben Hopson Middle School, UTQ

Barrow High School, UTQ

### Technology Vision Statement:

If technology is to realize its powerful potential for expanding and enhancing instruction in the North Slope Borough School District, it must be used for more than just automating the traditional methods and practices of teaching.

Within this context, we believe that technology is a tool for learning that expands our instructional repertoire and is a vehicle that can enhance instructional delivery, enrich student performance, and increase student engagement.

### NSBSD Technology Points of Contact (POCs) are responsible for the following items:

- 1) Assure that the Site Technology POC will see that all computer/internet users in their school have signed the Staff Technology Use Agreement Form, and the Student Laptop Agreement Form and will keep those forms in a secure location.
- 2) Provide on-site maintenance for all computers, printers, scanners, all associated devices, as well as site technology infrastructure (connections, cables, routers, etc.)
  - All computers and monitors in the school should be either fully functional, awaiting parts or software or packaged for shipment to repair.
  - All scanners, printers, and other external devices should be connected and functional or awaiting parts or software.
  - All necessary data ports should have connectivity.
  - All computers will be mapped to all necessary printers.
  - Maintain workstation connectivity to all applications.
  - Perform server maintenance and back-ups as needed.
  - Work with site Administrator(s) to order new tech supplies throughout the year.
- 3) Participate in district-wide videoconferences as scheduled.
- 4) Maintain familiarity with applications on the NSBSD network and be able to train others.
- 5) Train new staff in the setup, use and troubleshooting of the Video Conferencing equipment, LCD projectors, SMART Boards, scanners, and other peripheral devices.
- 6) At the end of the year, inventory all computers and peripherals (including staff laptops) and complete all paperwork associated with inventory as per the end of year checkout. Store computers/peripherals in the secured location determined by the Plant Manager and/or Info Tech.
- 7) All computers in need of repair sent to InfoTech.
- 8) Turn in Activity Report, attach photos (if any).

### COMPENSATION

Per negotiated agreement and meeting all “Responsibilities” – payment may be prorated based on meeting the responsibilities.



# NSBSD Student Activities Job Descriptions

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## STUDENT COUNCIL ADVISOR

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**JOB DESCRIPTION:** Student Council Advisor

**LOCATION:** All Sites

**RANGE:** (4) \$2,361.00

**TERM:** School Year (Potentially Prorated)

### General Responsibilities/Duties

- Communicate with participants, parents, and administrators.
- Set an example through living by a high code of conduct.
- Follow safety procedures.
- Understand and adhere the NSBSD and any specific activity policies and guidelines.
- Responsible for the annual review of the Parent and Student Handbooks.
- Ensure student welfare is paramount in decision-making.
- Complete the Mandatory Trainings (Training Verification Check List Coaching and Activity Advisor Staff) on/or before the first contract day:

### Specific Responsibilities/Duties

- Meet with students and support student learning of running a formal meeting.
- Coordinate with Principal on developing the eight (8) student projects.
- Turn in Activity Report, attach photos (if any).

### COMPENSATION

Per negotiated agreement and meeting all “Responsibilities” – payment may be prorated based on meeting the responsibilities.



# NSBSD Student Activities Job Descriptions

## STUDENT STORE ADVISOR

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**JOB DESCRIPTION:** Student Store Advisor

**LOCATION:** All Sites

**RANGE:** (5) \$3,543.00

**TERM:** School Year (Potentially Prorated)

### General Responsibilities/Duties

- Communicate with participants, parents, and administrators.
- Set an example through living by a high code of conduct.
- Follow safety procedures.
- Understand and adhere the NSBSD and any specific activity policies and guidelines.
- Responsible for the annual review of the Parent and Student Handbooks.
- Ensure student welfare is paramount in decision-making.
- Complete the Mandatory Trainings (Training Verification Check List Coaching and Activity Advisor Staff) on/or before the first contract day:

### Specific Responsibilities/Duties

- Supervises student store operations; supervises student assistants; monitors and corrects behavior of student assistants and student/community purchasers.
- Responsible for purchases and stocking the student store; maintains inventories; prepares purchase orders and follows NSBSD policies and procedures in purchasing; communicates with vendors concerning purchase orders; receives supplies and verifies them against purchase orders; processes invoices for payment.
- Turn in Activity Report, attach photos (if any).

### COMPENSATION

Per negotiated agreement and meeting all “Responsibilities” – payment may be prorated based on meeting the responsibilities.



# NSBSD Student Activities Job Descriptions

## YEARBOOK ADVISOR

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**JOB DESCRIPTION:** Yearbook Advisor  
**RANGE:** (5) \$3,543.00 and (4) \$2,361.00  
**TERM:** School Year (Potentially Prorated)

**LOCATION:** All Sites

### General Responsibilities/Duties

- Communicate with participants, parents, and administrators.
- Set an example through living by a high code of conduct.
- Follow safety procedures.
- Understand and adhere the NSBSD and any specific activity policies and guidelines.
- Responsible for the annual review of the Parent and Student Handbooks.
- Ensure student welfare is paramount in decision-making.
- Complete the Mandatory Trainings (Training Verification Check List Coaching and Activity Advisor Staff) on/or before the first contract day:

### Specific Responsibilities/Duties

- Range (5), 150+ students.
- Range (4), less than 149 students.
- Print and page requirements will be determined per year.
- Turn in Activity Report, attach photos (if any).

### COMPENSATION

Per negotiated agreement and meeting all “Responsibilities” – payment may be prorated based on meeting the responsibilities.