



NSBSD Added Duty Job Description

BUILDING ADVISORY GROUP (BAG)

JOB DESCRIPTION: BUILDING ADVISORY GROUP (BAG)

LOCATION: All Sites

RANGE: (5) \$3543.00

TERM: School Year (Potentially Prorated)

REPORTS TO: Principal; under the oversight of the Superintendent or designee

OVERVIEW & OF THE POSITION

The Building Advisory Group (BAG) serves as a collaborative advisory group led by the site Principal or Assistant Principal, and will include the Plant Manager.

The BAG supports the development of positive school culture, contributes to the planning and implementation of building-wide initiatives, and provides input on Principal and District-led directives. Each member plays a key role in fostering communication, leadership development, and staff engagement.

GENERAL RESPONSIBILITIES AND DUTIES

- Attend biweekly BAG meetings outside of instructional hours (minimum 30 minutes per session).
- Actively participate in team discussions to support school climate, operations, and instructional initiatives.
- Serve as a liaison for staff input on relevant issues affecting school operations and improvement efforts.
- Organize a rotational roster and ensure at least one BAG member (in addition to the Principal) is present at every School Advisory Council (SAC) meeting.
- Serve as a model for collaboration, professionalism, and commitment to shared leadership.
- Complete required documentation (e.g., meeting notes, agendas, activity reports) as applicable.
- Comply with all applicable NSBSD policies, procedures, and expectations related to staff leadership roles.

SELECTION PROCESS

The final composition of the BAG must include classified and certified staff, as well as tenured and non-tenured staff (where possible).

Selection will be done in 3 steps:

Step 1. Depending on the size of the site (please see your site-specific categories below), **staff are required to nominate themselves** under one of the following categories:



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- Classified staff member – office or maintenance
- Paraprofessional or aid
- Tenured teacher
- Non-tenured teacher

The ADC must be posted for no less than 5 workdays and staff should apply on behalf of themselves by emailing the Principal and clearly identifying the staff category they come under. **Depending on the date of posting, applications should ideally be closed before the end of the first full week of the school year.**

Step 2. After the posting period is closed, the Principal or Assistant Principal will communicate to all staff the list of staff who have applied and the category they have applied for eg. classified office, non-tenured teacher etc. Within 2 days of the posting period closing, the Principal or Assistant Principal will arrange for all staff to be able to cast their votes, per category, in an anonymous paper-based ballot. Staff will have 2 days to cast their vote.

Step 3. After voting is completed, the Principal or Assistant Principal will tally votes with their secretary or home school facilitator present. The Principal will ensure all categories have been filled and notify Central Office of each staff member who has received the most votes in each category. **Per the CBA, in the event a staff member already carries two or more ADC's the Principal will notify Central Office and that person cannot be given the BAG ADC without Superintendent approval.**

What happens if two tenured staff receive the most votes?

In order to ensure there is representation of tenured and non-tenured staff wherever possible, in the event that tenured and non-tenured staff are applying for a BAG position (at sites other than Ipalook and Kiita), and two tenured teachers receive the most votes, the Superintendent's office will assign one of the two available teacher BAG position to the non-tenured teacher with the most votes. In this situation the two BAG positions will go to the tenured teacher with the most votes and the non-tenured teacher with the most votes.

After any ADC assignment issues, or tenured/non-tenured assignment issues have been resolved, Central Office will make the announcement to sites and the first BAG meeting should be organized by the Principal or Assistant Principal not later than 7 days after the announcement.

In the event a category is not filled through voting, the category will remain unfilled and the BAG will assemble with the staff who have been selected in the categories that have received votes.

Final Note: To meet the terms of the Building Advisory Group (BAG) Added Duty Contract, you are expected to fulfill the terms of this agreement **in addition to your regular duty day**. This includes brief Activity Report, ADC narrative and please attach photos (if any).



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COMPENSATION

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

BAG ADC’S PER SITE:

Each K-12 school with less than 125 students, plus HMS and BHS will have the following ADC’s offered for a Building Advisory Group (BAG):

- 1 tenured teacher
- 1 non-tenured teacher
- 1 classified office or maintenance
- 1 classified paraprofessional or aid

Tikiġaq, Aġak, Nuiqsut, will have the following ADC’s offered for a Building Leadership Team:

- 1 tenured or non-tenured teacher from elementary
- 1 tenured or non-tenured teacher from secondary
- 1 classified office or maintenance
- 1 classified paraprofessional or aid

Ipalook Elementary will have the following ADC’s offered for a Building Leadership Team:

- 1 tenured teacher from grades pre k – 2
- 1 non-tenured teacher from grades pre k – 2
- 1 tenured teacher from grades 3 - 5
- 1 non-tenured teacher from grades 3 - 5
- 1 classified office or maintenance
- 1 classified paraprofessional or aid

Kiita will have the following ADC’s offered for their Building Leadership Team:

- 1 tenured or non-tenured teacher
- 1 classified office staff member or paraprofessional or aid