



North Slope Borough School District

Vacancy Information

Location/Site: Central Office/Remote, Utqiagvik

Posted Date: 09.03.2025 **Closing Date:** Until Filled

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

Job Description Information

Position:	District EdTech Project Manager		
Reports to:	Director of C&I or Designee	Supervisory:	No
Classification	Classified	Safety: Sensitive:	No
Range:	Manager II(A)	Grade Minimum:	\$100,157-\$122,130 (Prorated)
Work Year:	220	FLSA Exempt:	Yes

Revised 08.25

Summary or Purpose

The District EdTech Project Manager will serve as a resource for the District, providing training, modeling, and assisting teachers in the infusion of technology in the classroom to improve student achievement and increase communication with families and the community. They will provide professional staff development training on the use of technology through staff in-services and individual consultations, and instruction on the use of technology to students and teachers via distance delivery and in person. In addition, they will manage current and future technology projects related to curriculum and language support. They will support the mission of the District as well as the District Pedagogy, specifically in Culturally Responsive Education and Staff Development.

****Please note that the salary for remote candidates will be adjusted downward by 8%. ****

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.

- Bachelor's Degree in Education or related field required.
- Master's Degree in Educational/Instructional Technology preferred.
- Computer literacy and proficiency required.
- Experience with video-/audio recording and editing preferred.
- Competency in PowerSchool, PowerTeacher, and NWEA MAP testing and Reports required.

NSBSD JOB DESCRIPTION
District EdTech Project Manager

- Experience with the integration of instructional technology in K-12 settings required.
- Experience with integrating instructional technology in K-12 multi-grade classrooms is preferred.
- Inupiaq speaking and cultural experience preferred.
- Project management experience required.

Essential Duties and Responsibilities

- Adhere to all District policies and regulations.
- Provides input in the development of system-wide and building-level programs that enable students to infuse technology in their learning.
- Maintain and further knowledge of innovative practices related to the use of technology in the school program to promote meaningful use.
- Provides training to teachers in the use of current technology to meet curricular goals.
- Facilitates the NSBSD site technologists.
- Participates in the development of activities that help infuse technology into various curricular areas at the local and state level.
- Revises, modifies, and updates various sections of the District website, and provides training for district staff on website maintenance.
- Provides resource information to staff on instructional practices that relate to the use of technology in the classroom and that enable students to use technology in their learning, including but not limited to Digital Citizenship.
- Communicate frequently with administrators, teachers, site techs, support staff, and students regarding the use of technology to ensure all students have access to the technology.
- Communicate with the Information Technology Director regarding system technical problems and solutions to ensure minimal disruption to classroom learning.
- Work consistently with Instructional Leadership to ensure consistency and coherence across the program.
- Learn new programs as introduced.
- Must be able to deliver instruction to students and adults via Zoom and/or online learning.
- Travel to villages is required, and travel to Utqiagvik is required if the candidate is remote.
- Provide critical project management for current and future educational technology grants surrounding curriculum and language tools

Physical Requirements

The physical demands described are representative of those that an employee must meet to successfully perform the essential functions of this job.

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

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NSBSD JOB DESCRIPTION
District EdTech Project Manager

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands and fingers, handle or feel objects, tools, and controls, and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, and talk and hear. The employee is occasionally required to climb or balance and lift and/or move up to 40 pounds. Specific vision abilities required include close, distance, color, and 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 accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet, but there is a stream of traffic and interruptions.

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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