



North Slope Borough School District

Vacancy Information

Location/Site: Qatqiñniagvik Learning Center

Posted Date: 09.13.2025 **Closing Date:** Until Filled

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

Job Description Information

Position:	QLC Program Support Staff (temporary)		
Reports to:	QLC Coordinator / Designee	Supervisory:	No
Classification:	Classified	Safety Sensitive:	No
Range:	N/A	Grade Minimum:	\$35.00/hr.
Work Year:	Varies	FLSA Exempt:	No

Revised 09/25

Summary or Purpose

Provide support for the effective execution of intensive week programs at the Qatqiñniagvik Learning Center.

Minimum Qualification Requirements

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

Education and/or Experience:

Graduate from high school or have a general education degree.

Six months to one year of related experience and/or training.

Language Skills:

- Communicate (speak, read, and write) effectively in the English language.
- Effectively present information and respond to questions from supervisors, staff, students, and the public.
- **Preference:**
- Inupiaq speaking and cultural experience preferred.

Mathematical Skills:

- Add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Compute rate, ratio, and percent and draw and interpret bar graphs.

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QLC Program Support Staff

- 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.

Certificates, Licenses, Registrations:

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

Other Skills and Abilities:

- Experience working with secondary students.
- Lift 40 pounds.

Essential Duties and Responsibilities

QLC program support staff members support the operation of the Qatqiññaġvik program on evenings and weekends. Duties may include, but are not limited to:

- Providing academic tutoring/support.
- Preparing/presenting academic material to students such as driver's ed prep, leadership curriculum, etc.
- Assist in planning & implementing academic and/or recreational activities for students.
- Transport and provide general supervision of students at the QLC.
- Support the value of education and the philosophy and mission of the District.
- Adhere to all District policies and procedures.
- Assist in keeping District facilities in a neat, clean, and safe condition as required.
- Report unauthorized persons and or damages to the appropriate authority as required.
- Perform other tasks and assume other responsibilities assigned by the supervisor.

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 essential functions.

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QLC Program Support Staff

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.

While performing the duties of this job, the employee may be required to travel within the community of Utqiagvik.

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.