



# North Slope Borough School District

## Vacancy Information

**Location/Site:** Qatqiññaġvik Learning Center

**Posted Date:** 09.17.2025

**Closing Date:** Until Filled

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

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## Job Description Information

**Position:** QLC Overnight Security/Chaperone (Temporary)

**Reports to:** QLC Coordinator / Designee

**Supervisory:** No

**Classification:** Classified

**Safety Sensitive:** No

**Range:** N/A

**Grade Minimum:** \$400.00/  
night

**Work Year:** Varies

**FLSA Exempt:** No

Revised 09/25

### Summary or Purpose

The Overnight Security/ Chaperone supports the safe supervision of high school students during district-sponsored events at the Qatqiññaġvik Learning Center (QLC). This role ensures student safety, models appropriate behavior, and assists staff in creating a positive and respectful experience for all participants.

### 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:**

- Graduated from high school or has a general education degree.
- Six months to one year of related experience and/or training.
- Applicants must be able to pass the district background check.

#### **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.
- Strong interpersonal and communication skills with the ability to engage positively with adolescents.

**NSBSD JOB DESCRIPTION****QLC OVERNIGHT SECURITY/CHAPERONE**

- Ability to establish boundaries while being approachable and supportive.

**Preference:**

- Inupiaq speaking and cultural experience preferred.

**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 is highly preferred.
- Basic First Aid Certification preferred.

**Other Skills and Abilities:**

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

**Essential Duties and Responsibilities**

- Supervise students during district-sponsored events at the Qatqiññaġvik Learning Center.
- Ensure compliance with building rules, trip guidelines, and codes of conduct.
- Monitor student behavior, attendance, and safety throughout events, reporting concerns to QLC staff as needed.
- Assist in organizing groups, maintaining schedules, and guiding students during travel, meals, and activities.
- Serve as a responsible adult presence, providing mentorship and support as appropriate.
- Respond calmly and effectively to emergencies, following school protocols.
- Communicate with staff, transportation providers, and event organizers to ensure smooth coordination.
- Promote a respectful, inclusive, and positive environment for all students.
- Maintain confidentiality and professionalism in all student interactions.

**QLC OVERNIGHT SECURITY/CHAPERONE**

- Maintain building security by ensuring only authorized personnel enter the building and regularly walking around the perimeter of the facility to ensure student safety. The overnight security/chaperone is expected to remain awake during the 12-hour shift.

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform 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, 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.

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*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.*