



# NSBSD Added Duty Job Description

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## VILLAGE CHOIR SUPPORT

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**JOB DESCRIPTION:** Village Choir Support

**LOCATION:** Alak School, Wainwright

**RANGE:** ADC Range 3, \$1,766.00

**TERM:** School Year (Prorated as applicable)

### 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 to 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.
- Adhering to Disney trip-specific requirements. (If the choir is going on the trip)

### Specific Responsibilities/Duties

- Range (3), Spring, one performance.
- Supervise choir rehearsals via Zoom every Tuesday and Thursday from 3:30 to 4:45 PM.
  - Monitor for behaviors and ensure student participation.
- Help get students connected via Zoom to the choir rehearsal.
- Ensure students get home safely after each rehearsal.
- Disney Trip Specific Requirements (If the choir is going on the trip):
  - Chaperone for the Disney trip.
  - Attend mandatory meetings as scheduled.
  - Organize fundraisers in your village that will contribute to the overall pool of money to be divided among all participants and chaperones.
  - Only one added duty contract will be awarded per village, but it may be split among multiple candidates, and the responsibilities and salary will be equally divided among them.
  - Added duty to be paid out in May 2026.
  - All payments to Educational Tours, Inc. must be made in full by due dates at the expense of the chaperone. This added duty compensation will come after the trip has been completed.
- Turn in Activity Report, attach photos (if any).

### COMPENSATION

ADC Range 3 \$1,766.00 subject to negotiated agreement and meeting all “Responsibilities”. Payment may be prorated based on the time of appointment in the school calendar and meeting the responsibilities of the Added Duty.