
North Slope Borough School District



Position:	Coordinator of Iñupiaq Education	Supervisory:	Yes
Reports to:	Director of Iñupiaq Education	Safety Sensitive:	No
Classification:	Classified or Certified Staff	Grade Minimum:	\$114,335.00
Range:	25	FLSA Exempt:	Yes
Work Year:	260 days		

Revised 05/26

Summary or Purpose

The Coordinator of Iñupiaq Education provides strategic leadership, project management, and operational oversight for initiatives that advance the District's Iñupiaq language, culture, and educational priorities. This position coordinates the planning, implementation, and evaluation of culturally responsive educational programs, language revitalization efforts, curriculum initiatives, and community partnerships aligned with District goals.

The Coordinator serves as a key liaison among District leadership, school administrators, educators, community organizations, and external agencies to ensure successful execution of department initiatives, effective resource management, and continuous improvement of programs supporting Iñupiaq education.

Qualification Requirements

To perform this position successfully, an individual must be able to perform each essential function satisfactorily.

Required:

- Bachelor's degree in education, public administration, organizational leadership, project management, Indigenous studies, or related field; equivalent relevant experience may be considered.
- Three to five years of progressively responsible experience in program coordination, project management, education administration, or related leadership roles.
- Demonstrated experience managing multiple initiatives, timelines, deliverables, and stakeholder relationships.
- Knowledge of Iñupiaq culture, history, traditions, and educational priorities.
- Experience with strategic planning, implementation, and evaluation.
- Strong organizational, communication, and facilitation skills.
- Experience with budgeting, grant implementation, reporting, and resource coordination.
- Proficiency with technology platforms and standard business software applications.
- Alaska Driver's License required.
- Ability to travel throughout the District and externally as required.

Preferred:

- Master's degree in education, leadership, Indigenous education, or related field.
- Fluency in speaking, reading, and writing Iñupiaq.
- Experience with curriculum development and instructional program implementation.
- Experience working in rural Alaska or Indigenous educational communities.
- Supervisory experience.

Essential Duties and Responsibilities

- Support the planning, coordination, implementation, and evaluation of Iñupiaq Education programs, initiatives, and strategic priorities.
- Coordinate multiple projects and program activities, including timelines, deliverables, reporting, and accountability measures.
- Support the development, implementation, and continuous improvement of culturally responsive educational programs, curriculum, and language revitalization initiatives.
- Monitor program effectiveness, participation, and outcomes; identify challenges and recommend improvements.
- Serve as a liaison among District leadership, school staff, community organizations, higher education institutions, agencies, and external partners.
- Coordinate collaborative partnerships that strengthen Iñupiaq language, culture, and educational opportunities for students and staff.
- Plan and coordinate professional learning opportunities that promote culturally responsive practices, Iñupiaq language integration, and educator development.
- Support Iñupiaq Language educators with certification, professional growth, instructional resources, and administrative coordination.
- Assist school administrators with planning and implementation of cultural programming, experiential learning, and student engagement initiatives.
- Support grant implementation, compliance, reporting, and documentation related to department programs and initiatives.
- Oversee management, distribution, and stewardship of program materials, educational resources, and inventories.
- Represent the Department in meetings, public engagements, interagency collaborations, and community outreach activities.
- Provide coordination, guidance, and oversight to assigned staff, project teams, or contracted partners, as appropriate.
- Adhere to all District policies and regulations.
- Perform other duties and responsibilities as 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 the 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, controls; and reach with hands and arms.

The employee frequently is required to stoop, kneel, crouch, or crawl and talk and hear. The employee is occasionally required to climb or balance.

The employee must regularly 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 the essential functions.

While performing the duties of this job the employee is regularly required to travel within and outside of the North Slope Borough School District. The employee must be willing and able to fly in small and large commuter planes.

The noise level in the work environment is usually quiet.

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.

Administrative Supervisor approval

Date

Employee review and agreement

Date