

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: February 29, 2024

NUMBER: 24-112

FR: Office of the Superintendent

SUBJECT: Approval of Job Descriptions-
Iñupiaq Iñisautri

STRATEGIC PLAN/BOARD GOAL:

NWABSD Strategic Goal 2: Instructional Supports

ABSTRACT:

Each month various Curriculum Department actions occur which require Board action or cognizance.

ISSUE:

At issue is the approval of *Iñupiaq Iñisautri* job title and description changes.

BACKGROUND AND/OR PERTINENT INFORMATION:

On a monthly basis the administration recommends Board approval of new certified/classified hires, position reclassifications, and new or revised job descriptions. In addition, the administration informs the Board of resignations, transfers, and terminations throughout the district.

The Human Resources action item for Board approval of the job description for *Iñupiaq* Language Instructor and Classroom Interventionist.

ALTERNATIVES:

1. Approve the *Iñupiaq Iñisautri* job title and description action as presented.
2. Disapprove the *Iñupiaq Iñisautri* job title and description action as presented.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the *Iñupiaq Iñisautri* job description action as presented.



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

HUMAN RESOURCES DEPARTMENT

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JOB DESCRIPTION

TITLE: Iñupiaq Iḥisautri

FSLA STATUS: Non-Exempt

QUALIFICATIONS:

1. High School Diploma or GED.

REPORTS TO: Principal

JOB GOAL: To facilitate the acquisition of language skills among students, create a positive and engaging learning environment, develop lesson plans, implement effective teaching strategies, and foster communication, cultural understanding, and language fluency.

PERFORMANCE RESPONSIBILITIES:

1. Develops lesson plans for delivery of Inupiaq Language instruction to students.
2. Integrates cultural activities into language instruction to enhance students' understanding and appreciation of the language.
3. Devises special strategies for reinforcing material or skill based on a sympathetic understanding of individual students, their needs, interests, and abilities.
4. Operates and cares for equipment used in the classroom for instructional purposes.
5. Helps students master equipment or instructional materials.
6. Distributes and collects workbooks, papers, and other materials for instruction.
7. Guides independent study, enrichment work and remedial work.
8. Supervises students at all times while students are assigned to Iñupiaq class.
9. Delivers engaging and interactive language lessons using a variety of teaching methods and materials.
10. Fosters a supportive and inclusive learning environment that encourages student participation and collaboration.
11. Administers assessments to measure student progress and analyze results to identify areas for intervention.
12. Checks and records student attendance.
13. Collaborates with parents, other teachers, supervisor, and other staff to address student needs.
14. Utilizes technology and multimedia resources throughout classroom lessons.
15. Maintains high level of ethical behavior and confidentiality of information about students.
16. Participates in in-service training programs, as assigned.
17. Other duties as assigned by your supervisors.

Please note this job description is not intended to cover or contain all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time or notice.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the NWABSD Board Policy (Full-time, 7.0 hours per day, 193 days per school year).

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board Policy.

AN AFFIRMATIVE ACTION-EQUAL OPPORTUNITY EMPLOYER APPLICATIONS FROM MINORITIES ARE ENCOURAGED