

# MEMORANDUM

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**TO:** NWABSD Board of Education

**DATE:** July 9, 2025

**NUMBER:** 26-003

**FR:** Office of the Superintendent

**SUBJECT:** Approval of the Director of Iñupiaq Programs Position

## **ABSTRACT:**

Approval by the board is needed for adding an additional position.

## **ISSUE:**

At issue is to approve the position of the Director of Iñupiaq Programs as presented.

## **BACKGROUND AND/OR PERTINENT INFORMATION:**

The Northwest Arctic Borough School District is committed to strengthening our Iñupiaq language and culture program. As outlined in our strategic plan, we are prioritizing the development of a comprehensive Iñupiaq curriculum, beginning with a place-based science program. We also plan to launch an Iñupiaq immersion school, starting with Pre-K. To ensure the success of these efforts, we recognize the importance of supporting our Iñupiaq Ilitsautri in becoming fluent speakers, so they are equipped to teach the language to future generations.

## **FUNDING SOURCE:**

Grant Funded

## **ALTERNATIVES:**

1. Approve the position of the Director of the Iñupiaq Programs as presented;
2. Do not approve the position of the Director of the Iñupiaq Programs as presented;
3. Take no final action.

## **ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board approve the position of the Director of the Iñupiaq Programs as presented.



## Northwest Arctic Borough School District

HUMAN RESOURCES DEPARTMENT

P.O.BOX51 • KOTZEBUE,AK 99752 • (907)442-1810

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### POSITION VACANCY ANNOUNCEMENT

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**TITLE:** Director, Iñupiaq Program

#### QUALIFICATIONS:

1. Bachelor's degree required, Native studies, linguistics, cultural studies, or a related field preferred. Master's degree in education, administration, or linguistics preferred.
  2. Knowledge of Iñupiaq language, history, and cultural traditions. Fluency in spoken and written Iñupiaq is preferred.
  3. Experience working with Indigenous communities, especially in rural Alaska.
  4. Minimum of five (5) years in educational leadership roles; Northwest Arctic/Rural Alaskan experience preferred.
  5. Strong leadership, organizational, communication, and conflict resolution skills.
  6. Demonstrated ability to work effectively in multilingual and multicultural environments.
  7. Experience with program supervision, curriculum development, strategic planning, and educational best practices.
  8. Knowledge of state and federal regulations governing education and grant funding.
  9. Experience in budget oversight, fiscal responsibility, business planning, and resource allocation.
  10. Ability to build and maintain partnerships with state, regional, and local entities.
  11. Demonstrated commitment to continuous improvement and educational change.
  12. Proven ability to lead teams, supervise personnel, and contribute to a collaborative management team.
  13. Willingness to live, work, and travel in remote areas of Western Alaska; flexible schedule including weekends/evenings.
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**REPORTS TO:** Superintendent

**SUPERVISES:** Iñupiaq Program Specialist, Iñupiaq Ilitsautri, other department personnel

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**JOB GOAL:** The Director of Iñupiaq Language and Culture leads the design, implementation, and evaluation of programs that preserve, revitalize, and promote the Iñupiaq language and cultural traditions throughout the Northwest Arctic Borough School District. The director ensures that Iñupiaq values, knowledge systems, and heritage are embedded into educational experiences for all students through collaboration with elders, tribal organizations, educators, families, and community partners.

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#### PERFORMANCE RESPONSIBILITIES:

1. Provide strategic leadership for the Iñupiaq Program, aligning efforts with district goals and the strategic plan.
  2. Develop and support culturally responsive K–12 curriculum and language resources.
  3. Oversee program operations including staffing, budgeting, and fiscal management.
  4. Seek and manage state and federal grants to support language and cultural initiatives.
  5. Ensure compliance with all relevant state and federal education regulations.
  6. Promote professional development and recognize staff and student achievements.
  7. Coordinate with state agencies, tribal governments, academic institutions, and cultural organizations.
  8. Facilitate community engagement in language instruction, school events, and cultural activities.
  9. Plan and execute intergenerational cultural events such as camps, celebrations, and traditional knowledge exchanges.
  10. Build strong relationships with Iñupiaq Elders, local tribes, and community stakeholders.
  11. Monitor and evaluate program effectiveness using data analysis, surveys, and performance metrics.
  12. Represent the program at local, regional, and statewide conferences and events.
  13. Uphold high standards of ethical conduct and foster a culture of professionalism and accountability.
  14. Supervise and evaluate Iñupiaq program staff, ensuring alignment with district priorities.
  15. Recommend program changes to support long-term growth and alignment with the strategic plan.
  16. Prepare and present reports and recommendations to the Superintendent and School Board to support informed decision-making.
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**TERMS OF EMPLOYMENT:** 261-day work year, 7.5 hrs. per day. Position begins when hired.

Salary as established by the Board of Education.

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**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.

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## **APPLICATION PROCEDURES**

DISTRICT EMPLOYEES must submit the following to the Human Resources Office: Request for transfer; list of work experience and letter of recommendation from current supervisor.

OTHER APPLICANTS must submit the following items to the Human Resources Office: A completed application, at least three (3) current references (one from most recent employer). All references must have current telephone numbers.

***APPLICANTS ALREADY ON FILE MUST SUBMIT  
A LETTER EXPRESSING INTEREST IN THIS POSITION***

***ALL OF THE ABOVE MUST BE POSTMARKED OR RECEIVED ON OR BEFORE  
THE CLOSING DATE TO BE CONSIDERED FOR THIS POSITION***

DATE ANNOUNCED..... TBD  
DATE CLOSING ..... Until Filled

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