

# NORTH SLOPE BOROUGH SCHOOL DISTRICT VACANCY ANNOUNCEMENT



Position: Iñupiaq Language  
Paraprofessional **\*\*part time\*\***

Location: Kali School – Point Lay

Date Opened: February 15, 2010

Closing Date: March 1, 2010

Contact: Darrell Richard, Principal  
P.O. Box 59077  
Point Lay, Alaska 99759  
Phone: 907 833-2311  
Fax: 907 833-2315

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

<b>Reports to:</b>	Principal	<b>Supervisory:</b>	No
<b>Classification:</b>	Classified Staff	<b>Safety Sensitive:</b>	No
<b>Range:</b>	11 Not H.Q./13 H.Q.	<b>Step Minimum:</b>	\$17.27/19.84 per hour
<b>Work Year:</b>	School Term	<b>FLSA Exempt:</b>	No

## Summary or Purpose

Work cooperatively with the teacher in planning and implementation of the instructional program, delivering the planned lesson or activity in Iñupiaq, and broadening the lesson taught by the teacher by providing exposure to Iñupiat language and culture.

## Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and/or Experience:

Graduate from high school or general education degree required.

Applicant must have met one of the following three requirements:

- Obtained an Associate's Degree (or higher) at a regionally accredited institution of higher education; or
- Completed at least two years, or 48 semester hours or equivalent, of study at regionally accredited institution of higher education; or
- Passed the Higher Education Learning Profile (HELP) assessment.

**Note:** If degree awarded from a foreign university, applicant must obtain a foreign transcript evaluation. Please contact the Human Resource Department for information.

### Language Skills:

Speak, read, and write the Iñupiaq language.

Present information and respond in a clear and understandable manner to questions from supervisor, staff, students, and public.

Read and interpret procedures, policies and regulations, such as safety rules, operating and maintenance instructions, and procedure manuals.

Write routine reports and correspondence.

### Mathematical Skills:

Add, subtract, multiply, and divide.

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AND  
A DRUG FREE WORKPLACE.

Perform these operations, using units of American money and weight measurement, volume, and distance.

**Reasoning Ability:**

Solve practical problems and deal with a variety of non-standard situations.

Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Certificates, Licenses, Registrations:**

None.

**Other Skills and Abilities:**

Knowledge of the Iñupiat culture.

Speak the Iñupiaq language.

Serve as a resource in cultural activities.

Present a lesson.

Experience in the use of office machines.

Lift 40 pounds.

**Essential Duties and Responsibilities**

Participate in daily instructional planning and delivery in cooperation with the teacher, evaluating student Iñupiat language acquisition and participating in parent/teacher conferences.

Present the lesson in Iñupiaq by: reading, speaking, listening to, writing with and, participating in other forms of student communication; working with students to reinforce materials and skills; and guiding independent study, enrichment work, and class work.

Make parent contacts, providing information about the student's progress in Iñupiaq and assist parents in Iñupiaq literacy.

Assist teachers in instructional and student support services.

Instruct small groups.

Tutor students one on one.

Assist in classroom management.

Conduct parent involvement activities.

Provide instructional support in the library, media center, and computer lab as needed.

Communicate effectively with students, staff, agencies, and community members.

Assist students with remedial work, tutor students, and monitor student progress.

Prepare instructional material and supplies for use in the classroom.

Assist students in lunchroom, library, gym, pool, and locker areas.

Supervision of students on morning and afternoon buses, in the gym, hallways, etc as assigned.

Report accidents, assaults, destruction of property, and abusive behavior immediately.

Operate all classroom and office equipment.

Adhere to all District policies and regulations.

Perform such other tasks and assume other responsibilities as the supervisor may assign.

**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.

The noise level in the work environment is usually moderate.

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To be considered for the position the applicant must meet the minimum qualifications as stated on the announcement. This vacancy announcement is for a classified position. All major medical and life insurance benefits apply to this position. Applicants for Internal announcements must be currently employed by the North Slope Borough School District.

To be considered for this position, please complete a North Slope Borough School District Application for Employment Application and return to the Personnel Department by 5:00 p.m. on the final date of posting.