ILISAĞVIK COLLEGE
- EXTERNAL JOB ANNOUNCEMENT -

Posting Date: January 10, 2014
Closing Date: Ongoing

POSITION: Substitute Teacher-Uqautchim Uglua (Language Nest)
[Grant-funded, 3 Temporary Positions]

LOCATION: Barrow, Alaska
REPORTS TO: Uqautchim Uglua, Director
WORK SCHEDULE: Monday through Friday, 8:00 a.m. to 3:30 p.m., may include some evenings
COMPENSATION: $30.00/Hour [NON-EXEMPT Position]

JOB DESCRIPTION: Assist UU teaching staff with instructional and supportive services on an on call basis; Work with children (ages 24-48 months) in an immersion preschool setting (language nest); Support an environment where students learn Iñupiaq language and culture through educational experiences and active play; Work within a cooperative learning and nurturing classroom environment conducive to preschool learning designed to foster creative thinking, self-esteem, resiliency, and self-motivation; Instruct small groups, monitor student progress and tutor students as needed; Assist in classroom management; Work with children with special needs as assigned; Assist assigned students in physical tasks and personal hygiene; Conduct parent involvement activities; Communicate effectively with students, staff, parents, and other caregivers; Prepare instructional material and supplies for use in the classroom; Assist students in lunchroom, play areas and learning stations; Provide supervision of students as assigned; Report accidents and off-task behavior immediately; Operate all classroom and office equipment; Perform other tasks and assume other responsibilities assigned by the supervisor; Works closely with the Uqautchim Uglua Program staff members; Comply with all College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances; Continue to develop and increase personal knowledge of the Iñupiaq history, language, culture and educational strategies; Perform other duties as assigned.

REQUIREMENTS: High school or general education degree; Communicate (speak, read, understand, and write) effectively in the Iñupiaq language; Ability to write routine student observations and general correspondence; Maintain required CPR/First Aid certification; Dependable individual who is organized and supports various learning styles; Knowledge of Iñupiaq history and culture; Interpersonal skills to include flexibility, openness, warmth, supportiveness, ability to listen, acceptance of constructive feedback, and cooperativeness; Demonstrated ability to interact effectively in a multi-cultural environment; Ability to pass a pre-employment criminal history background check and drug screen.

PREFERRED: Previous successful child care or early childhood education classroom experience; Ability to travel within Alaska and outside of the State; Associate’s Degree (or higher) at a regionally accredited institution of higher education; Ability to interpret and represent College actions and Western institutions to the NSB community.

SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:
ILISAĞVIK COLLEGE P.O. BOX 749 Barrow, Alaska 99723
ATTN: Human Resources Fax: [907] 852-3936

[Application may be downloaded via http://www.ilisagvik.edu or contact jobs@ilisagvik.edu]

-Ilisagvik College is a Drug Free Work Place and Equal Opportunity Employer-