

ILISAGVIK COLLEGE
- EXTERNAL JOB ANNOUNCEMENT -
Posting Date: December 13, 2016
Closing Date: Until Filled

POSITION: Early Learning Teacher Aide [Grant Funded]
LOCATION: Barrow, Alaska
REPORTS TO: Uqautchim Uglua Manager
WORK SCHEDULE: Hours may vary
COMPENSATION: \$24.43 DOE Non-Exempt Temporary Part Time Position

JOB DESCRIPTION: Work with children (ages 3 and younger) in an immersion early learning setting (language nest); Provide teacher support during classroom activities. Help prepare curriculum materials for upcoming lessons as needed, Support an environment where students learn the Iñupiaq language and culture through educational experiences and active play. Maintain harmonious and cooperative interpersonal relationships with students, parents, supervisors, administrators, staff, and community members. Maintain ongoing communication with students' caregivers. 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; and perform other duties as assigned.

REQUIRED (EDUCATION/SPECIAL SKILLS/TRAINING): Interpersonal skills to include flexibility, openness, warmth, supportiveness, ability to listen, acceptance of constructive criticism, and cooperativeness; Maintain required CPR/First Aid certification; Knowledge of the Iñupiaq history and culture; Demonstrated ability to interact effectively in a multi-cultural environment; Ability to travel within Alaska and outside of the state; Ability to pass a pre-employment criminal history background check; Demonstrated ability to interact effectively in a multicultural environment, including working with various cultural organizations; Demonstrated stable employment history; Demonstrated ability to maintain confidentiality; and valid driver's license.

PREFERRED (EDUCATION/SPECIAL SKILLS/TRAINING): Minimum of three years of experience in a preschool setting; Demonstrated knowledge in one or more of the following areas: post-secondary educational work experience; North Slope Borough (NSB) institutions and organizations; Iñupiaq culture, language, values, and traditions; Ability to interpret and represent NSB community values, customs, and beliefs for the College; The ability to interpret and represent College actions and Western institutions to the NSB community; and Valid driver's license; Demonstrated knowledge in one or more of the following areas: post-secondary educational work experience; North Slope Borough [NSB] institutions and organizations; Iñupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; and ability to interpret and represent College actions and Western institutions to the NSB community.

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 required to sit, stand, walk, use hands to finger, handle or feel objects, tools, controls, and reach with hands and arms; The employee is frequently required to stoop, kneel, crouch, or crawl and talk and hear; The employee is occasionally required to climb or balance, and may occasionally drive a vehicle; The employee must be able to lift and/or move up to 40 pounds; and 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 environmental conditions 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; and the employee is regularly required to work indoors with a usually moderate noise level in the work environment.

SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:
ILISAGVIK 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-