

**ILISAGVIK COLLEGE**  
**- EXTERNAL JOB ANNOUNCEMENT -**

**Posting Date: January 10, 2014**

**Closing Date: Until Filled**

**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:**

**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 [sara.thomas@ilisagvik.edu](mailto:sara.thomas@ilisagvik.edu)]

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