



North Slope Borough School District

Vacancy Information

Location/Site: Eben Hopson Middle School- Utqiagvik AK

Vacancy: Assistant Principal

Posted Date: 02.07.2025

Closing Date: Until filled

This position may be required to complete a pre-employment physical examination and drug screening.

Job Description Information

| | | | |
|------------------------|---------------------|--------------------------|----------------------|
| Position: | Assistant Principal | | |
| Reports to: | Principal | Supervisory: | Yes |
| Classification: | Certified | Safety Sensitive: | No |
| Range: | Assistant Principal | Grade Minimum: | \$108,921 -\$129,096 |
| Work Year: | 214 | FLSA Exempt: | Yes |

Revised 01/23

Summary or Purpose

Under the direction of the Principal, the Assistant Principal will promote and support the NSBSD Board of Education Strategic Plan and District Pedagogy. As the instructional leader of the School, the Assistant Principal will work with the Principal and Directors of the Inupiat Education, Curriculum & Instruction, Student Services, and Informational Technology Departments to ensure the teachers have access to the training, supports, and materials vetted through their departments and approved by the School Board. Our Assistant Principals work cohesively with the building plant manager to ensure the physical learning environment supports and reflects the District's Mission and Vision and is centered on the whole student.

NSBSD Board of Education Strategic Plan: [2020-2025 NSBSD Strategic Plan 1 .2.pdf - Google Drive](#)

NSBSD Pedagogy: <https://www.nsbdsd.org/en-US/curriculum-instruction-ba7ed278/sy23-24-pedagogy-working-document-47c59c80>

Minimum Qualification Required/Preferred

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.

- Master's degree in education required
- Alaska Type B Administrative Certificate and Alaska Teacher Certificate required
- Demonstrated effectiveness in instructional leadership required
- Three years of administrative experience preferred
- Three years teaching experience required
- Knowledge & experience with culturally safe and responsive practices required.
- Knowledge & experience in trauma engaged practices. Positive school climate and restorative practices preferred.
- Experience in place-based and/or project-based learning preferred.
- Inupiaq, Language, History & Culture experience preferred.
- Must be able to pass a physical as per Board policy

**THE NORTH SLOPE BOROUGH SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER
AND
A DRUG FREE WORKPLACE.**

Essential Duties and Responsibilities

The Assistant Principal with the Principal will promote, model, and demonstrate the NSBSD Board of Education Strategic Plan and District Pedagogy.

Our Assistant Principals work with our Principals as Instructional Leaders and support instructional staff in the implementation of Board-adopted curriculum that actively supports systems, processes, and reform to achieve the mission purpose in all subjects and grades, by providing leadership, guidance, professional development, and supervision.

Creates an authentic, consistent, strength-based school plan through collaboration with staff, students, families, and community that provides expectations and success criteria.

Creates a culturally safe and responsive instructional environment for learning and instruction, utilizing the District's approved curriculum and materials.

Supports the instructional staff in creating high expectations for all students and authentic assessment of the whole child, centered on student voice.

Leads the development and evaluation of all staff, including providing opportunities for all staff to participate in relevant professional learning communities and mentorship.

With the Principal, the Assistant Principal collaborates with the Directors of the Inupiat Education, Curriculum & Instruction, Student Services to implement and support an immersion program at the grade levels designated in the District schedule of implementation.

Plans and acts with financial and operational stewardship in mind to provide a high performing infrastructure for the learning environment of our students.

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.

While performing the duties of this job the employee is regularly required to travel within and outside of the North Slope Borough School District. The employee must be willing and able to fly in small and large commuter planes.

The noise level in the work environment is usually moderate.

This job description is not an employment agreement between the North Slope Borough School District and the employee; and is subject to change by the District as the needs of the District and requirements of the job change.

**THE NORTH SLOPE BOROUGH SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER
AND
A DRUG FREE WORKPLACE.**