BSSD

Classified Job Descriptions
VI. B. Job Descriptions

Aircraft Mechanic
Accounting Clerk
Accounts Payable Clerk
Bilingual/Bicultural Instructional Aide
Boarding Home Supervisor
Community Education Coordinator
Cook I
Head Cook
Custodian I
Educational Aide
Educational Aide (Bilingual/Bicultural)
Educational Aide (Title I)
Educational Aide (Migrant Ed)
Educational Aide (Preschool-Title I)
Educational Aide (Special Education)
Information Systems Technician
Inventory and Preventative Maintenance Controller
Itinerant Skilled Licensed Journeymen
Itinerant Skilled Tradesman, Furnace/Boiler Mechanic
Itinerant Skilled Tradesman, Carpenter
Itinerant Skilled Tradesman, Electrician
Itinerant Skilled Tradesman, Plumber
Itinerant Maintenance, Mechanic
Locally Recognized Expert
Maintenance/Custodian
Media Clerk
Payroll Clerk
Pilot
Purchasing Agent
Recreational Supervisor
Receptionist/Secretary
School Secretary
Secretary/Accounts Payable for Maintenance
Secretary for Personnel and Administration
Secretary/Accounts Payable
Secretary/Clerical
Shipping Clerk
Travel Manager
TITLE: AIRCRAFT MECHANIC

QUALIFICATIONS:
1. High School Graduate or GED.
2. Extensive experience on 400 series Cessna Aircraft.
3. Airframe and Power Plant License with inspector Authorization.
4. Factory training on PT6 engines.
5. Five years related work experience.
6. Must be willing to work flexible hours and travel occasionally.
7. Must be highly dependable, reliable, principled, self-motivated, and able to work independently.

ESSENTIAL FUNCTIONS:
1. Establish and maintain an aircraft maintenance program which complies with FAA regulations and District guidelines.
2. Perform continuous inspection of District aircraft per manufacturer’s approved maintenance schedule.
3. Perform skilled work in all phases of aircraft maintenance.
4. Assist other professionals when repairs necessitate outside expertise.
5. Responsible for a neat, orderly, and safe working area.
6. Responsible for safe keeping and good repair of tools and equipment.
7. Maintain a log of fuel inventory and assist in fueling aircraft.

ADDITIONAL RESPONSIBILITIES
1. Receive incoming freight from airlines, prepare and assist in loading outgoing freight on District aircraft.
2. Review and approve invoices from vendors for supplies or services related to the operation of the District aircraft or maintenance of the hanger.
3. Assist the maintenance department with other District functions whenever directed by supervisor.
4. Other duties as assigned by supervisor.

REPORTS TO: Business Manager

SALARY: Placement on the Classified Salary Schedule

LENGTH OF EMPLOYMENT: 12 months, full time

LOCATION: Bering Strait School District

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of classified personnel.

Send initial application and resume to:
Director Human Resources
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684-0225
(907) 624-4309

Bering Strait School District is an equal opportunity employer.
The District Title IX and 504 contact person is:
Ted VanBrouckhorst
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684
(907) 624-4309
JOB DESCRIPTION

TITLE:  Accounting Clerk

QUALIFICATIONS:
1. Two years of business experience in accounting or two years of college coursework in business or accounting.
2. Demonstrated skills with micro-computer applications including word processing, spreadsheets, and databases.
3. Strong mathematics skills.
4. Ability to organize and prioritize work.
5. Demonstrated written, oral, and communications skills.

ESSENTIAL FUNCTIONS:
1. Preparation of accounting workpapers for auditors.
2. Preparation of quarterly billings for special revenue funds.
3. Assist federal program managers with preparation of budgets and budget revisions.
4. Assist with developing the operating budget.
5. Monthly account analysis of general ledger accounts.
6. Prepare and record journal entries.
7. Perform monthly student activity account analysis.
8. Manage the fixed asset inventory.
9. Other duties as assigned.

REPORTS TO:  Business Manager or designee

SALARY:  Placement on classified salary schedule

LENGTH OF EMPLOYMENT:  260 days

LOCATION:  Bering Strait School District - Unalakleet, Alaska

EVALUATION:  Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of classified personnel.

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Unalakleet, Alaska 99684

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JOB DESCRIPTION

TITLE: Accounts Payable Clerk

QUALIFICATIONS:
1. High school graduate or GED.
2. Office experience and a working knowledge of office machines, computers, etc.
3. Attention to detail with a high degree of accuracy in work.
4. Highly organized and efficient work habits.
5. Strong communication skills. Positive attitude with emphasis on good customer service.
6. Ability to adjust to changing assignments quickly and positively.

ESSENTIAL FUNCTIONS:
1. Gather and assimilate student data for school funding purposes.
2. Enter data on purchases from vendor invoices and statements.
3. Assist with purchasing, accounting, data entry, and filing as needed.
4. Handle telephone switching duties as needed in a helpful and cheerful manner.
5. Perform other duties in the business office as assigned by supervisor.

REPORTS TO: Business Manager

SALARY: Placement on classified salary schedule

LENGTH OF EMPLOYMENT: 245 days

LOCATION: Bering Strait School District - Unalakleet, Alaska

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of classified personnel.

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JOB DESCRIPTION

TITLE: Bilingual/ Bicultural Instructional Aide

QUALIFICATIONS:
1. Bilingual and biliterate in English and the relevant Native language.
2. High school graduate or GED.
3. Interest and ability to work with young people and native culture.
4. Willingness to participate in a training program to develop skills.
5. Experience desirable.

JOB GOAL: To help provide bilingual/bicultural education based on the goals and bilingual plan of ser

ESSENTIAL FUNCTIONS:
1. Under teacher direction, teach oral and written native language skills at appropriate levels.
2. Assist in providing bicultural education experience.
3. Develop needed materials for student use.
4. Keep appropriate records.
5. Demonstrate ability to work effectively with staff members and students.
6. Participate in training sessions to develop skills.

ADDITIONAL RESPONSIBILITIES:
Other duties as assigned.

REPORTS TO: Principal, Classroom Teacher, Bilingual/ Bicultural Supervisor.

SALARY: Placement on the Classified Salary Schedule

LENGTH OF EMPLOYMENT: Approximately 180 school days

LOCATION: Bering Strait School District

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board' policy on evaluation of classified personnel.

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907/624-4309
JOB DESCRIPTION

TITLE: BOARDING HOME SUPERVISOR

QUALIFICATIONS:
1. Must be 18 years or older.
2. High school graduate or GED.
3. Cooking experience required.
4. Good attendance.
5. Ability to work with and supervise students.

JOB GOAL: Responsible for safety, supervision and feeding of work study high school students in the evenings, night hours and alternate weekends.

ESSENTIAL FUNCTIONS:
1. Responsible for the supervision of work study students in the boys apartment; before school, after school, and on weekends (when required)
2. Maintain a two (2) week menu.
3. Prepare dinner during the week, and brunch and dinner on weekends (as required)
4. Work from 3:00 to 10:30 p.m., or as required. The paid work week is up to (40) hours.
5. Sleep at the boarding home when students are in the program.

ADDITIONAL RESPONSIBILITIES:
Perform other duties as assigned.

REPORTS TO: Program Director

SALARY: Placement on the Classified Salary Schedule

LENGTH OF EMPLOYMENT: Approximately 180 school days.

LOCATION: Bering Strait School District

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JOB DESCRIPTION

TITLE: COMMUNITY EDUCATION COORDINATOR

QUALIFICATIONS:
1. High school graduate or GED.
2. At least 21 years of age.
3. Ability to work effectively with individuals and groups of all ages.
4. Knowledgeable of the community, local agencies, and institutions.
5. Ability to plan, organize, and supervise activities.
6. Willing to participate in training activities related to work assignment.

JOB GOAL:
To work with the school staff and the community to build a Community Education Program to meet local needs.

ESSENTIAL FUNCTIONS:
1. Plan activities of the Community Education Program with the school staff and advisory committees.
2. Contact other agencies as needed to provide activities.
3. Contact community resource persons as needed to provide activities.
4. Prepare schedules for use of school or community facilities.
5. Take responsibility for the use of all facilities and materials.
6. Supervise all scheduled activities.
7. Participate in all staff and advisory committee meetings.
8. Participate in in-service training when scheduled.
9. Maintain all community education records and reports.
10. Travel as necessary.

ADDITIONAL RESPONSIBILITIES:
1. Perform other duties as assigned.

REPORTS TO: Principal

SALARY: Placement on the Classified Salary Schedule.

LENGTH OF EMPLOYMENT: To be determined by Principal

LOCATION: Bering Strait School District

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Classified Personnel.

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Unalakleet, Alaska 99684
JOB DESCRIPTION

TITLE: COOK I

QUALIFICATIONS:
1. High school graduate or GED.
2. Excellent physical health verified by a physician’s examination.
3. Pleasing personality and cooperative attitude.
4. Good attendance record.
5. Willingness to perform tasks as assigned by head cook and/or principal.

ESSENTIAL FUNCTIONS:
1. Assists in the preparation and serving of food.
2. Assists in daily clean-up of kitchen and food service areas.
3. Assists in cleaning of refrigerators, ovens, storage areas, and other food service equipment/areas on a schedule designated by head cook.
4. Displays a pleasant, helpful, and cooperative attitude to students, staff, and public.

ADDITIONAL RESPONSIBILITIES:
Perform other duties as assigned.

REPORTS TO: Head Cook and School Principal

SALARY: Placement on the Classified Salary Schedule

LENGTH OF EMPLOYMENT: Approximately 181 school days.

LOCATION: Bering Strait School District

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of classified personnel.

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JOB DESCRIPTION

TITLE: Head Cook

QUALIFICATIONS:
1. High school graduate or GED.
2. Excellent physical health verified by a physician’s examination and good mental health.
3. Pleasing personality and cooperative attitude.
4. Good attendance record.
5. Understanding of the overall school food service program.

JOB GOALS: To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth.

ESSENTIAL FUNCTIONS:
1. Selects, requisitions and maintains inventory of food and supplies.
2. Is primarily responsible for meal preparation.
3. Directs and trains personnel, including student help.
4. Plans menus and provides recipes.
5. Supervises and assists in serving.
6. Maintains equipment and facilities through daily care and is responsible for periodic service and repair.
7. Maintains high standards of health, sanitation, and safety.
8. Maintains adequate records, including the Menu Record Book, and prepares reports on all phases of school food services.
9. Cooperates with school officials, parents in developing desirable relationships.
10. Maintains a file of food distribution receipts for USDA donated food received and checked.
11. Supervises and aids in the checking and storage of food supplies.
12. Reports as soon as possible to the principal any problems or accidents occurring in the kitchen or the cafeteria premises.
13. Supervises the meal preparation for visiting student groups.
14. Attends pertinent workshops and/or in-services at principals request.
15. Cooperates and adheres to direction and suggestion of supervisor.

ADDITIONAL RESPONSIBILITIES:
Perform other duties as assigned.

REPORTS TO: Principal
SUPERVISES: School kitchen workers, school lunch program.
SALARY: Placement on the Classified Salary Schedule
LENGTH OF EMPLOYMENT: Approximately 181 school days.
LOCATION: Bering Strait School District
EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of classified personnel.

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JOB DESCRIPTION

TITLE: CUSTODIAN I

QUALIFICATIONS:
1. High school graduate or GED.
2. At least 18 years of age.
3. Must be dependable and reliable.
4. Good work attendance.

ESSENTIAL FUNCTIONS:
1. Cleans the rest rooms in the office/schools daily.
2. Vacuums all rooms daily.
3. Dusts all rooms daily.
4. Dusts and polishes desks and shelves once a week.
5. Empties all waste baskets in the offices daily.
6. Immediately notify supervisor of building damages, plumbing, and electrical problems.
7. Is available for emergencies if needed.
8. Maintains cleanliness in the supply room by sweeping and dusting daily and mopping floor.
9. Maintains custodial supply inventory and keeps the custodial supply room in order.
10. Travel as necessary.

ADDITIONAL RESPONSIBILITIES:
1. Perform other duties as assigned.

REPORTS TO: Principal and/or Maintenance Director

SALARY: Placement on the Classified Salary Schedule.

LENGTH OF EMPLOYMENT: 10-12 months

LOCATION: Bering Strait School District

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Classified Personnel.

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JOB DESCRIPTION

TITLE: EDUCATIONAL AIDE

QUALIFICATIONS:
1. High school graduate or GED.
2. College or University credits in education preferred.
3. Experience working with children.
4. Verified previous experience working in educational field.
5. Willingness to work with teachers in planning for student needs.
6. Ability to work effectively and cooperatively with students, parents, and staff.

ESSENTIAL FUNCTIONS:
1. Works effectively and cooperatively with classroom teacher in meeting students’ needs.
2. Utilizes classroom and special materials and activities in working with small groups and/or individuals.
3. Is familiar with content assigned.
4. Keeps appropriate records and check sheets.
5. Corrects work assignments of target students and reports results to instructor.
6. Demonstrates ability to work effectively with students.
7. Participates in training sessions to develop skills.
8. Works cooperatively with staff members and parents.
9. Prepares charts, flash cards, audio-visual materials and bulletin boards.
10. Operates audio-visual equipment and computer.
11. Performs clerical duties as needed to implement instructional program.
12. Assists in the supervision of student activities such as task groups, independent study, lunch or recess.
13. Assists teacher in assembling, and locating material and implementing classroom activities.

ADDITIONAL RESPONSIBILITIES:
Perform other duties as assigned.

SUPERVISES: Students in small groups or individual tutoring sessions.
REPORTS TO: Principal
SALARY: Placement on the Classified Salary Schedule
LENGTH OF EMPLOYMENT: Approximately 180 school days.
LOCATION: Bering Strait School District

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of classified personnel.

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JOB DESCRIPTION

TITLE: EDUCATIONAL AIDE (Bilingual/ Bicultural)

QUALIFICATIONS:
1. Bilingual and/or Bicultural in English and the local Native language.
2. High School graduate or GED.
3. Interest and ability to work with young people and native culture.
4. Willingness to participate in a training program to develop skills.
5. Previous work related experience.
6. Ability to work effectively and cooperatively with students, parents, and staff.

JOB GOAL: To help provide bilingual/ bicultural education based on goals and activities of the District’s bilingual plan of service.

ESSENTIAL FUNCTIONS:
1. Under teacher direction, teach oral and written Native language/ cultural skills at appropriate levels.
2. Assists in providing bicultural education experiences.
3. Develop needed materials for student use.
4. Keeps appropriate records.
5. Demonstrates ability to work effectively with staff members, students, and community.
6. Participates in training sessions to develop skills.
7. Travel as necessary.

ADDITIONAL RESPONSIBILITIES:
Perform other duties as assigned.

REPORTS TO: Principal and Classroom Teacher

SALARY: Placement on the Classified Salary Schedule

LENGTH OF EMPLOYMENT: Approximately 180 school days.

LOCATION: Bering Strait School District

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JOB DESCRIPTION

TITLE: EDUCATIONAL AIDE (Title I)

QUALIFICATIONS:
1. High School graduate or GED.
2. Related experience desirable.
3. Ability to work effectively and cooperatively with students, parents, and staff.
4. Willingness to participate in a training program to develop skills.

JOB GOAL: To help Title I target students improve their basic skills in reading, math, and language.

ESSENTIAL FUNCTIONS:
1. Work effectively with classroom teacher in meeting the students’ needs.
2. Use appropriate materials and activities in working with small groups and/or individuals.
3. Familiar with content assigned.
4. Keeps appropriate records and check sheets.
5. Correct work assignments of students and report results to instructor.
6. Demonstrate ability to work effectively with students.
7. Participates in training sessions to develop skills.
8. Work cooperatively with supervising teacher and other staff members.
9. Travel as necessary.

ADDITIONAL RESPONSIBILITIES:
Perform other duties as assigned.

SUPERVISES: Students in small groups or individual tutoring sessions.

REPORTS TO: Principal and Classroom Teacher

SALARY: Placement on the Classified Salary Schedule

LENGTH OF EMPLOYMENT: Approximately 180 school days.

LOCATION: Bering Strait School District

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JOB DESCRIPTION

TITLE: EDUCATIONAL AIDE (Migrant)

QUALIFICATIONS:
1. High School graduate or GED.
2. Related experience desirable.
3. Ability to work effectively and cooperatively with students, parents, and staff.
4. Willingness to participate in a training program to develop skills.

JOB GOAL: To help Migrant Education students improve their basic skills in reading, math, and language.

ESSENTIAL FUNCTIONS:
1. Work effectively and cooperatively with classroom teacher in meeting the students’ needs.
2. Use appropriate materials and activities in working with small groups and/or individuals.
3. Familiar with content assigned.
4. Keeps appropriate records and check sheets.
5. Identify, recruit, and clarify migrant students.
6. Distribute and account for site computer libraries.
7. Work effectively with students in regular classroom and after school tutorial programs.
8. Correct work assignments of target students and report results to instructor.
9. Participate in training sessions to develop skills.
10. Travel as necessary.

ADDITIONAL RESPONSIBILITIES:
Perform other duties as assigned.

SUPERVISES: Students in small groups or individual tutoring sessions.

REPORTS TO: Principal and Classroom Teacher

SALARY: Placement on the Classified Salary Schedule

LENGTH OF EMPLOYMENT: Approximately 180 school days.

LOCATION: Bering Strait School District

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of classified personnel.

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JOB DESCRIPTION

TITLE: EDUCATIONAL AIDE (Preschool-Title I)

QUALIFICATIONS:
1. High School graduate or GED.
2. Related experience desirable.
3. Ability to work effectively and cooperatively with students, parents, and staff.
4. Willingness to participate in a training program to develop skills.

JOB GOAL: To prepare children for a successful entry to formal education.

ESSENTIAL FUNCTIONS:
1. Implement and evaluate the Early Learning Experiences instructional program for 3-5 year olds.
2. Assist teacher in planning individual programs based on objectives from Early Learning Experiences checklist.
3. Use materials to develop school readiness activities.
4. Keep appropriate records and check sheets.
5. Work effectively with children and organize activities appropriate for preschool age children.
6. Participates in training sessions to develop skills.
7. Travel as necessary.

ADDITIONAL RESPONSIBILITIES:
Perform other duties as assigned.

SUPERVISES: 3-5 year olds in preschool programs

REPORTS TO: Principal and/or Teacher Program Consultant

SALARY: Placement on the Classified Salary Schedule

LENGTH OF EMPLOYMENT: Approximately 180 school days.

LOCATION: Bering Strait School District

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JOB DESCRIPTION

TITLE: EDUCATIONAL AIDE (Special Education)

QUALIFICATIONS:
1. High School graduate or GED.
2. Related experience desirable.
3. Ability to work effectively and cooperatively with students, parents, and staff.
4. Willingness to participate in a training program to develop skills.
5. University credits desirable.

JOB GOAL: To help students accomplish goals outlined in the Individual Education Program (IEP).

ESSENTIAL FUNCTIONS:
1. To work with individuals and/or small groups under the direction of certified personnel.
2. To work with children according to the guidelines of the Individual Education Program.
3. To follow the daily program plan written by the certified staff in conjunction with the special education aide.
4. To keep a daily attendance log.
5. To participate in special education workshops and other travel as directed by the site administrator.
6. To keep a daily log of activities and comments on completed tasks.
7. Other duties as assigned by the site administrator and special education teacher.
8. To work cooperatively with supervising teacher and other staff members.

SUPERVISES: Individual students or small groups

REPORTS TO: Principal and Special Ed Teacher

SALARY: Placement on the Classified Salary Schedule

LENGTH OF EMPLOYMENT: Approximately 180 school days.

LOCATION: Bering Strait School District

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of classified personnel.

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Job Description

TITLE: Technology Integration Facilitator

QUALIFICATIONS:

1. Bachelor's Degree in Education required
2. Current Type "A" Alaska Teaching Certificate required
3. Minimum of three years of teaching experience required
4. Demonstrated successful experience effectively integrating technology use into instructional routines and processes
5. Experience supporting teachers, students and administrators with technology hardware and software use in an education setting
6. Experience with the Macintosh OS X operating system, OS X server use, LAN/WAN networking, wireless router and printer configuration
7. Skill with common BSSD web tools, such as PowerSchool, Mediawiki, WordPress, Joomla, GoogleDocs, GoogleEarth, Ustream, YouTube, etc.
8. Experience with classroom use of technologies used in BSSD, such as SMART Board and/or Promethean hardware, iPod Touch, Kindle, and VTC equipment
9. Linux/Unix web server operation, FTP, Cpanel use, HTML, and Stylesheet (CSS) skills are preferred
10. Willingness to learn Casper package and image management, Recon, Self Service and Inventory functions for remote support of sites
11. Ability to use digital media tools, such as iMovie, iDVD, Final Cut, Audacity, Podcaster, Squeeze, and Compressor to produce new media deliverables
12. Experience with common word processing, desktop publishing, and spreadsheet applications; skill with the Open Office and MS Office Suite & In Design preferred
13. Travel as needed to support sites, staff development and project support
14. Able to safely, regularly lift and/or move up to twenty (20) pounds, and occasionally lift and/or move up to fifty (50) pounds.
15. Demonstrated ability to live and work in a cross-cultural setting

ESSENTIAL FUNCTIONS

1. Promotes the integration of education technology into instruction in order to increase student achievement
2. Works with instructional staff and students in district classrooms, and over the Internet to promote the understanding and use of technology in the classroom
3. Provides initial Point of Contact, and support for BSSD Site Tech Liaisons
4. Develop both face-to-face, and remotely conducted training opportunities for staff to increase knowledge and use of educational technology
5. Work closely with site administrators to develop and deliver site-specific training opportunities that meet site needs
6. Work closely with District Office departments to facilitate learning and management of the district through the use of technology
7. Assist in providing support for district-selected software and hardware
8. Travel as directed and program needs require
9. Other duties and responsibilities as assigned

SALARY: Placement on Teacher's Salary Schedule
LENGTH OF EMPLOYMENT: 220 Days
LOCATION: Bering Strait School District, Unalakleet – District Office
REPORTS TO: Coordinator of Technology

Send initial letter of application with resume, or ATP Applitrack file to: recruiting@bssd.org
JOB DESCRIPTION

TITLE: Information Systems Technician

QUALIFICATIONS:
1. High school diploma or GED.
2. Advanced computer skills including working knowledge of internet access and usage.
3. Experience in communication, data and video wiring systems, emphasis on ethernet and CAT-5.
4. Demonstrated experience in the maintenance and troubleshooting of computers, telephone, data systems, video and satellite TV.
5. Familiar with state and federal codes as they apply to technology systems.
6. Either possess or demonstrate willingness and ability to complete A+ Certification, or equivalent, on computer repair and operating systems within one year from hire date.

ESSENTIAL FUNCTIONS:
1. Perform all equipment, wiring installations and maintenance on computers, voice, data, video, and satellite TV systems.
2. Install and program NTI Meridian telephone systems.
3. Perform maintenance on reproduction equipment; Lanier training to be provided by BSSD.
4. Perform routine and preventative maintenance on satellite T.V. systems.
5. Work with local staff to provide network, satellite T.V., and other technology systems training.
6. Maintain inventory and condition records on all technology equipment.
7. Extensive travel required, based in Unalakleet.
8. Other duties as assigned.

REPORTS TO: Coordinator of Technology

SALARY: Depending on experience.

LENGTH OF EMPLOYMENT: 245 day full-time

LOCATION: Bering Strait School District Office

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

Send initial letter of application with resume to:
Director of Human Resources
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684

Bering Strait School District is an equal opportunity employer.
The District Title IX and 504 and ADA contact person is:
Ted VanBronkhorst
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684
(907) 624-4309
JOB DESCRIPTION

TITLE: INVENTORY AND PREVENTIVE MAINTENANCE CONTROLLER

QUALIFICATIONS:
1. High school graduate or GED.
2. Working knowledge of automated inventory control systems and management.
3. Experience with building operation systems and components.
4. Experience in developing work procedures and periodic maintenance schedules.
5. Demonstrated working experience and/or knowledge of computer inventory systems.
6. Willing to travel.

ESSENTIAL FUNCTIONS:
1. Perform a district-wide fixed asset inventory.
2. Organize and update current inventory records.
3. Establish a preventative maintenance plan that includes criteria schedules and procedures.
4. Input information into school district maintenance computer system.
5. Travel as necessary.

REPORTS TO: Maintenance Foreman and/or Maintenance Facilities Director

SALARY: Placement on the Classified Salary Schedule

LENGTH OF EMPLOYMENT: 240 days full-time

LOCATION: Bering Strait School District, Unalakleet, Alaska

POST: April 11, 1997 - April 30, 1997

Send initial letter of application with resume to:
Director of Human Resources
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684-0225

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Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684-0225
(907) 624-4309
JOB DESCRIPTION

TITLE: ITINERANT SKILLED LICENSED JOURNEYMAN

QUALIFICATIONS:
1. High School Graduate or GED.
2. Post-secondary degree and/or training in skilled trade.
3. Previous related work experience desirable.
4. Journeyman/License Certificate required.
5. Must be highly dependable, reliable, and self-motivated.
6. Willing to travel.

ESSENTIAL FUNCTIONS:
1. Perform preventive maintenance in related area.
2. Repair equipment as needed.
3. Ability to travel as required.

ADDITIONAL RESPONSIBILITIES:
Perform other duties as assigned.

REPORTS TO: Maintenance Director or designee.

SALARY: Placement on the Classified Salary Schedule

LENGTH OF EMPLOYMENT: 12 months, full time.

LOCATION: Bering Strait School District

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of classified personnel.

Send initial letter of application with resume to:
Ted VanBronkhorst, Director of Human Resources
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684-0225

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Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684-0225
(907) 624-4309
JOB DESCRIPTION

TITLE: ITINERANT SKILLED TRADESMAN, Furnace/Boiler Mechanic

QUALIFICATIONS:
1. High School Graduate or GED.
2. Post-secondary degree and/or training in skilled trade.
3. Previous related work experience desirable.
5. Must be highly dependable, reliable, and self-motivated.
6. Willing to travel.

ESSENTIAL FUNCTIONS:
1. Perform preventive maintenance on all district heating systems.
2. Repair equipment as needed.
3. Perform other duties as assigned.

REPORTS TO: Maintenance Director or designee.

SALARY: Placement on the Classified Salary Schedule

LENGTH OF EMPLOYMENT: 12 months, full time

LOCATION: Bering Strait School District

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of classified personnel.

Send initial letter of application with resume to:
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Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684-0225
(907) 624-4309
JOB DESCRIPTION

TITLE: ITINERANT SKILLED TRADESMAN, Carpenter

QUALIFICATIONS:
1. High School Graduate or GED.
2. Post-secondary degree and/or training in skilled trade.
3. Previous related work experience desirable.
5. Must be highly dependable, reliable, and self-motivated.
6. Willing to travel extensively.

ESSENTIAL FUNCTIONS:
1. Remodeling various projects as assigned.
2. Building utilidors, installing doors, windows, etc.
3. Ability to travel as required.

ADDITIONAL RESPONSIBILITIES:
Perform other duties as assigned.

REPORTS TO: Maintenance Director or designee.

SALARY: Placement on the Classified Salary Schedule

LENGTH OF EMPLOYMENT: 12 months, full time hours

LOCATION: Bering Strait School District

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of classified personnel.

Send initial letter of application with resume to:
Ted VanBronkhorst, Director of Human Resources
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684-0225

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Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684-0225
(907) 624-4309
JOB DESCRIPTION

TITLE: ITINERANT SKILLED TRADESMAN, Electrician

QUALIFICATIONS:
1. High School Graduate or GED.
2. Post-secondary degree and/or training in Skilled Trade.
3. Previous related work experience desirable.
5. Must be highly dependable, reliable, and self-motivated.
6. Willing to travel extensively.

ESSENTIAL FUNCTIONS:
1. Knowledgeable in all phases of wiring.
2. Able to diagnose and repair controls, fire alarms, and other types of electrical devices.
3. Ability to travel.

ADDITIONAL RESPONSIBILITIES
Perform other duties as required.

REPORTS TO: Maintenance Director or designee.

SALARY: Placement on the Classified Salary Schedule

LENGTH OF EMPLOYMENT: 12 months, full time.

LOCATION: Bering Strait School District

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of classified personnel.

Send initial letter of application with resume to:
Ted VanBronkhorst, Director of Human Resources
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684-0225

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Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684-0225
(907) 624-4309
JOB DESCRIPTION

TITLE: ITINERANT SKILLED TRADESMAN, Plumber

QUALIFICATIONS:
1. High School Graduate or GED.
2. Post-secondary degree and/or training in Skilled Trade.
3. Previous related work experience desirable.
5. Must be highly dependable, reliable, and self-motivated.
6. Willing to travel extensively.

ESSENTIAL FUNCTIONS:
1. Experienced in all phases of plumbing, water, sewer, glycol, and fuel oil.
2. Repair and replacement of plumbing fixtures.
3. Care of plumbing systems.
4. Travel as required.

ADDITIONAL RESPONSIBILITIES
Perform other duties as required.

REPORTS TO: Maintenance Director or designee.

SALARY: Placement on the Classified Salary Schedule

LENGTH OF EMPLOYMENT: 12 months, full time.

LOCATION: Bering Strait School District

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of classified personnel.

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Bering Strait School District
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Unalakleet, Alaska 99684-0225

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Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684-0225
(907) 624-4309
JOB DESCRIPTION

TITLE: Itinerant Maintenance Mechanic

QUALIFICATIONS:
1. High school graduate or GED.
2. Previous related work experience desirable.
3. Must be dependable, reliable, and able to be self-motivated.
4. Post-secondary mechanical training desired.
5. Willing to travel.
6. Other duties as assigned.

ESSENTIAL FUNCTIONS:
1. Regular inspection and maintenance of District owned vehicles.
2. Perform skilled work in all phases of mechanical maintenance.
3. Body repair of vehicles, as necessary.
4. Responsible for a neat, orderly, and safe garage.
5. Responsible for safe keeping and good repair of tools and equipment.
6. Perform village calls on disabled mechanical equipment, in particular diesel engines.
7. Travel as required.

ADDITIONAL RESPONSIBILITIES:
1. Perform other duties as assigned.

REPORTS TO: Maintenance Director or designee

SALARY: Placement on the Classified Salary Schedule

LENGTH OF EMPLOYMENT: 12 months, full-time

LOCATION: Bering Strait School District

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of Classified Personnel.

Send initial letter of application with resume to:
Ted VanBronkhorst, Director of Human Resources
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684-0225

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Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684-0225
(907) 624-4309
**JOB DESCRIPTION**

**TITLE:**  Locally Recognized Expert

**QUALIFICATIONS:**
1. Bilingual and biliterate in English and the relevant native language.
2. High school graduate.
3. Interest in young people and ability to work with them.
4. Willingness to participate in a training program.
5. Ability to develop curriculum.
6. Ability to work independently.
7. At least two years of experience as a classroom instructional aide.

**JOB GOAL:** To provide bilingual/bicultural education based on the goals and activities of the District's bilingual plan of

**DUTIES AND RESPONSIBILITIES:**
1. Teach oral and written native language skills at appropriate levels.
2. Provide bicultural educational experiences.
3. Provide concept development in the native language.
4. Provide remediation of English language and reading skills as needed.
5. Research, provide and/or develop needed materials for student use.
6. Keep appropriate records according to plan of service guidelines.
7. Demonstrate ability to work effectively with other staff members, students, and the community.
8. Participate in training sessions to develop skills.
9. Other duties as assigned.

**REPORTS TO:** Principal and/or Director of State & Federal Programs.

**SALARY:** Placement on the Classified Salary Schedule

**LENGTH OF EMPLOYMENT:** Approximately 180 days

**LOCATION:** Bering Strait School District

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluatio classified personnel.

Send initial application and resume to:
Ted VanBronkhorst, Director of Human Resources
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684

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Ted VanBronkhorst
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684
907/624-4309
JOB DESCRIPTION

TITLE: Maintenance/Custodian

QUALIFICATIONS:
1. High school graduate or GED.
2. Previous work experience desirable.
3. Good work attendance.
4. Dependable, reliable, mechanical aptitude.

ESSENTIAL FUNCTIONS:
1. Keep equipment and buildings in good repair and ready for use.
2. Pump oil, maintain vehicles, haul water, ice, and fuel.
3. Custodial duties including but not limited to washing, waxing, buffing, polishing, trash removal, window washing and painting.
4. Maintains records such as inventory of fuel supplies, electrical and water use reports, and other reports as required.
5. Immediately notifies supervisor of building damage, plumbing and electrical problems.
6. Is available for emergencies, if needed.
7. Maintains safety and security of school buildings.
8. Cooperates with staff in the performance of duties involving the physical plant.
9. Keeps tools and equipment secured and well maintained.

ADDITIONAL RESPONSIBILITIES:
1. Perform other duties as assigned.

REPORTS TO: Principal and/or Maintenance Director

SALARY: Placement on the Classified Salary Schedule

LENGTH OF EMPLOYMENT: 10-12 months

LOCATION: Bering Strait School District

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of Classified Personnel.

Send initial letter of application with resume to:
Ted VanBrookhorst, Director of Human Resources
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684-0225

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The District Title IX, 504 and ADA contact person is:
Ted VanBrookhorst
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684-0225
JOB DESCRIPTION

TITLE: MEDIA CLERK

QUALIFICATIONS:
1. High school graduate or GED.
2. Ability to work well with students and staff.

ESSENTIAL FUNCTIONS:
1. Assists in the development of the library orientation program.
2. Works with elementary teachers and high school language arts.
3. Assists in selection of library equipment and materials.
4. Provide library supervision.
5. Make monthly Pupil/Community Participation and Materials Circulation Reports to Federal Program Director.
6. Works with students, staff, and community members to provide appropriate after-school hour library service according to schedule.
7. Documents the use of library materials.
8. Keep records and inventory of Title IV-B books.
10. Receive, log, distribute, collect, mail all incoming films and video-tapes.
11. Travel as required.

ADDITIONAL RESPONSIBILITIES:
Perform other duties as assigned.

REPORTS TO: Principal

SALARY: Placement on the Classified Salary Schedule

LENGTH OF EMPLOYMENT: Approximately 180 school days.

LOCATION: Bering Strait School District

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of classified personnel.

Send initial application and resume to:
Ted VanBronkhorst, Director of Human Resources
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684-0225
(907)624-4309

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Ted VanBronkhorst
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684-0225
JOB DESCRIPTION

TITLE: PAYROLL CLERK

QUALIFICATIONS:
1. High school graduate, some college preferred.
2. Strong organizational, office, keyboarding, and computer skills.
3. Skilled in dealing effectively and tactfully with others.
4. Ability to work effectively and cooperatively with supervisor and staff.
5. Experience in payroll administration and accounting.
6. Experience with automated payroll systems preferred.

DUTIES AND RESPONSIBILITIES:
1. Collects, inputs, and verifies all data necessary to process accurate payrolls.
2. Maintains all files relative to payroll administration.
3. Computes and explains to employees' deductions for income tax, retirement, life insurance, and annuities.
4. Maintains records for annual and sick leaves, absences, and fringe benefits.
5. Calculates and processes payments to payroll related agencies and vendors.
6. Calculates and processes tax deposits.
7. Maintains a positive and courteous attitude toward employees and vendors.
8. Performs other duties as assigned.

REPORTS TO: Business Manager

SALARY: Placement on the Classified Salary Schedule

LENGTH OF EMPLOYMENT: 12 months, full time

LOCATION: Bering Strait School District

Send initial letter of application with resume to:
Director of Human Resources
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684
907-624-4309

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Ted VanBronkhorst
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684
(907) 624-4309
JOB DESCRIPTION

TITLE: PILOT

QUALIFICATIONS:
1. High School Graduate or GED.
3. Must have acquired at least 3,000 hours of total flight time with 1,000 hours in multi-engine aircraft, 100 hours with Cessna 402 or Piper Navajo type.
4. Have understanding and knowledge of Bering Strait region in regards to flight services/operations/facilities.
5. Experience in the administration/managing operations of a travel organization or agency.

ESSENTIAL FUNCTIONS:
1. Operate/pilot twin engine aircraft for BSSD business at the direction of the Superintendent.

ADDITIONAL RESPONSIBILITIES
Perform other duties as assigned.

REPORTS TO: Superintendent or designee

SALARY: Depends on Experience

LENGTH OF EMPLOYMENT: 245 days per year

LOCATION: Bering Strait School District- Unalakleet, AK

Send initial application and resume to:
Director Human Resources
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684-0225
(907) 624-4309

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Ted VanBronckhorst
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684
(907) 624-4309
JOB DESCRIPTION

TITLE: Purchasing Agent

QUALIFICATIONS:
1. High School graduate or GED required, Bachelors degree preferred.
2. Two years of experience in purchasing or two years of college coursework in business or accounting.
3. Strong computer skills preferred.
4. Ability to develop and organize a purchasing operation.
5. Strong communication skills.
6. Willingness to travel as necessary.
7. Must be highly dependable and reliable and have a broad perspective of school operations.

ESSENTIAL FUNCTIONS:
1. Interact with the schools and departments regarding purchasing needs.
2. Develops bid specifications for products and services processed through the purchasing department.
3. Monitors all purchase requisitions to determine correct information, coding and budget available.
4. Searches for more economical or better substitute material, supplies, and equipment.
5. Maintains quality control and evaluation of products and services purchased by the District.
6. Assists departments and schools in standardizing supply and equipment needs.
7. Works with the barge companies and freight carriers for proper delivery of materials and equipment to all school locations.
8. Travels to local school sites as needed, with some out-of-district travel.
10. Other duties as assigned by supervisor.

REPORTS TO: Business Manager

SALARY: Placement on classified salary schedule

LENGTH OF EMPLOYMENT: Minimum of 225 days per year

LOCATION: District Office - Unalakleet, Alaska

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Boards policy on evaluation of classified personnel.

Send initial letter of application with resume to:
Ted VanBronkhorst, Director of Human Resources
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684

Note: Bering Strait School District is an equal opportunity employer.
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Ted VanBronkhorst
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684
JOB DESCRIPTION

TITLE: RECREATIONAL SUPERVISOR

QUALIFICATIONS:
1. High school graduate or GED.
2. Knowledge of, and experience with activities offered in the program.
3. Ability to get along well with students, staff, and community.

ESSENTIAL FUNCTIONS:
1. Organize with the principal and supervise use of school facilities for the recreation program.
2. Cleans recreational facilities after use. This includes bathrooms, if used.
3. Enforce all rules and regulations applicable to the facility.
4. Keep appropriate records for Johnson O’Malley program participation.
5. Coordinate efforts with the Community Education Coordinator.
6. Report to Advisory Committees on the recreational program.

ADDITIONAL RESPONSIBILITIES:
Other duties as assigned.

REPORTS TO: Principal

SALARY: Placement on classified salary schedule

LENGTH OF EMPLOYMENT: Approximately 180 school days

LOCATION: Bering Strait School District

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of classified personnel.

Send initial letter of application with resume to:
Ted VanBronkhorst, Director of Human Resources
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684

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Ted VanBronkhorst,
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684
(907) 624-4309
JOB DESCRIPTION

TITLE: Receptionist/Secretary

QUALIFICATIONS:
1. High school graduate or GED.
2. Ability to follow oral and written instructions.
3. Well developed oral communication skills.
4. Ability to meet and deal with the public.

ESSENTIAL FUNCTIONS:
1. Greets all visitors, determine their needs and directs them to the proper person.
2. Operates telephone switchboard to channel incoming calls.
3. Answers questions of callers and takes messages for staff members.
4. Maintains an alphabetical listing of district office staff members names and telephone extensions.
5. Promotes positive community relations through effective communication with visitors to the school district.
6. Performs clerical duties for all departments as assigned by immediate supervisor.

ADDITIONAL RESPONSIBILITIES:
Other duties as assigned

REPORTS TO: Business Manager or designee

SALARY: Placement on classified salary schedule

LENGTH OF EMPLOYMENT: 260 days/year

LOCATION: Bering Strait School District

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of classified personnel.

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Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684

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Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684
(907) 624-4309
JOB DESCRIPTION

TITLE: SCHOOL SECRETARY

QUALIFICATIONS:
1. High school graduate or GED plus secretarial training preferred.
2. Ability to work cooperatively and effectively with supervisors and other staff.
3. Highly developed oral and written communication skills, including proper grammar usage and spelling.
4. Skilled in operating office equipment, and technology.
5. Minimum of three years experience in secretarial work is preferred.
6. Computer experience required.

ESSENTIAL FUNCTIONS:
1. Communicates as directed.
2. Gathers and organizes data as needed by the immediate supervisor and puts it into usable form.
3. Maintains a filing system of correspondence and reports, as well as a set of locked confidential files.
4. Opens, sorts, and routes incoming correspondence.
5. Places and receives telephone calls and records messages.
6. Orders and maintains supplies as needed.
7. Maintains a schedule of appointments.
8. Welcomes visitors, arranges for their comfort and screens unexpected callers.
10. Promotes positive community relations through effective communication with visitors to the school district.

ADDITIONAL RESPONSIBILITIES:
1. Perform other duties as assigned.

REPORTS TO: Principal

SALARY: Placement on the Classified Salary Schedule

LENGTH OF EMPLOYMENT: 180 days per year

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of classified personnel.

Send initial letter of application with resume to:
Director of Human Resources
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684-0225

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Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684-0225
(907) 624-4309
JOB ANNOUNCEMENT

TITLE: SECRETARY/ACCOUNTS PAYABLE FOR MAINTENANCE

QUALIFICATIONS:
1. High school graduate or GED plus secretarial training.
2. Proficient in the use of computers.
3. Highly developed oral and written communication skills, including proper grammar usage and spelling.
4. Initiative, good judgment and an interest in school district organization, policies and procedures.
5. Ability to type a minimum of 50 WPM.
6. Highly organized and efficient work methods.
7. Deals effectively and tactfully with others.
8. Minimum of three years experience in secretarial work is preferred.
9. Experience in developing and/or using standard filing systems.

ESSENTIAL FUNCTIONS:
1. Prepares typewritten communication of various types.
2. Uses computer to process work orders, work order reports, and spreadsheets, purchase orders, requisitions, and other reports as assigned.
3. Maintains a filing system of correspondence, reports, and Board minutes, as well as a set of locked confidential files.
4. Opens, sorts, and routes incoming correspondence.
5. Places and receives telephone calls and records messages.
6. Maintains vendor files and works with vendors on accounts.
7. Operates a variety of office technology.
8. Promotes positive community relations through effective communication with visitors to the school district.

REPORTS TO: Director of Maintenance & Facilities

SALARY: Placement on the Classified Salary Schedule

LENGTH OF EMPLOYMENT: 12 months, full-time

LOCATION: Bering Strait School District Office

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of classified personnel.

Send initial letter of application with resume to:
Director of Human Resources
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684

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Ted VanBrunkhorst
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684
JOB DESCRIPTION

TITLE: SECRETARY for PERSONNEL AND ADMINISTRATION

QUALIFICATIONS:
1. Ability to work cooperatively and effectively with District Office and Site staff.
2. High school graduate or GED, plus secretarial training.
3. Ability to work independently.
4. Highly developed oral and written communication skills.
5. Skilled in computer applications and other technology.
6. Skilled in dealing effectively and tactfully with others.
7. Minimum of three years experience in secretarial work is preferred.
8. Excellent organizational skills in storage and retrieval of documents.
9. Willing to travel occasionally for meetings and job fairs.

JOB GOALS: To maintain an effective data management and personnel reporting system, and to provide clerical and administrative assistance to the administrative department.

ESSENTIAL FUNCTIONS:
1. Welcomes visitors, arranges for their comfort, and screens unexpected callers.
2. Promotes positive community relations through effective communication.
3. Maintain data management systems as directed.
4. Prepare and/or assist in the preparation of program reports as directed.
5. Maintains a filing system of correspondence and reports.
6. Orders and maintains supplies as needed.
7. Orders, sorts, and routes incoming correspondence.
8. Operates office machine and technology.
9. Ability to maintain confidentiality.
10. Perform clerical tasks as directed.

ADDITIONAL RESPONSIBILITIES:
Performs other duties as assigned by the supervisor.

REPORTS TO: Personnel Director

SALARY: Placement on the Classified Salary Schedule

LENGTH OF EMPLOYMENT: 245 days per year

LOCATION: Bering Strait School District, Unalakleet, Alaska

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of classified personnel.

Send initial letter of application with resume to:
Director of Human Resources
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684-0225

Bering Strait School District is an equal opportunity employer.
The District Title IX, 504 and ADA contact person is:
Ted Vanfimorkhorst
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684-0225
(907) 624-4309
JOB DESCRIPTION

TITLE:  SECRETARY/ ACCOUNTS PAYABLE CLERK

QUALIFICATIONS:
1. High school graduate or GED.
2. Highly developed oral and written communication skills, including proper grammar usage and spelling.
3. Ability to type and use other office machines and technology.
5. Minimum of three years experience in secretarial or clerical work is preferred.
6. Proficient in basic business math.
7. Filing skills.
8. Highly organized and efficient work methods.
9. Ability to work cooperatively and effectively with supervisor and other staff.

ESSENTIAL FUNCTIONS:
1. Gathers and organizes data as needed by the immediate supervisor and puts it into usable form.
2. Maintains a filing systems for correspondence, reports, and confidential files.
3. Opens, sorts, and routes incoming correspondence.
4. Places and receives telephone calls and records messages.
5. Processes requisitions, purchase orders, and invoices.
6. Input data on various computers using different software formats.
7. Maintains up-to-date vendor files.
8. Works with vendors on billings.
9. Orders and maintains supplies as needed.
10. Maintains a schedule of appointments.

ADDITIONAL RESPONSIBILITIES:
Performs other duties as assigned by the immediate supervisors.

REPORTS TO:  Business Manager

SALARY:  Placement on classified salary schedule

LENGTH OF EMPLOYMENT:  12 months, full time

LOCATION:  Bering Strait School District - Unalakleet, Alaska

EVALUATION:  Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of classified personnel.

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Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684

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Ted VanBronkhorst
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684
(907) 624-4309
JOB DESCRIPTION

TITLE: SECRETARY/Clerical

QUALIFICATIONS:
1. High school graduate or GED plus secretarial training.
2. Ability to work cooperatively and effectively with supervisors and other staff.
3. Highly developed oral and written communication skills, including proper grammar usage and spelling.
4. Skilled in operating office equipment, and technology.
5. Minimum of three years experience in secretarial or related work is preferred.
6. Computer experience required.
7. Willing to travel occasionally for planning meetings and training.

ESSENTIAL FUNCTIONS:
1. Performs clerical tasks as directed.
2. Gathers and organizes data as needed by the immediate supervisor and puts it into usable form.
3. Maintains a filing system of correspondence and reports.
4. Opens, sorts, and routes incoming correspondence.
5. Places and receives telephone calls and records messages.
6. Orders and maintains supplies as needed.
7. Operates office machines and technology.
8. Promotes positive community relations through effective communication with visitors to the school district.

ADDITIONAL RESPONSIBILITIES:
1. Perform other duties as assigned.

REPORTS TO: Coordinator

SALARY: Placement on the Classified Salary Schedule

LENGTH OF EMPLOYMENT: 215 days per year

LOCATION: Bering Strait School District Office, Unalakleet

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of classified personnel.

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Director of Human Resources
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684-0225

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Ted VanBronkhorst
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684-0225
(907) 624-4309
JOB DESCRIPTION

TITLE: SECRETARY/CLERICAL (Temporary)

QUALIFICATIONS:
1. High school graduate or GED.
2. Minimum of three years experience in secretarial or related work is preferred.
3. Ability to work cooperatively and effectively with supervisors and other staff.
4. Highly developed oral and written communication skills, including proper grammar usage and spelling.
5. Skilled in operating office equipment, and technology.
6. Computer experience required.
7. Ability to work independently on assigned projects.

ESSENTIAL FUNCTIONS:
1. Communicates as directed.
2. Gathers and organizes data as needed by the immediate supervisor and puts it into usable form.
3. Maintains a filing system of correspondence and reports.
4. Opens, sorts, and routes incoming correspondence.
5. Places and receives telephone calls and records messages.
6. Orders and maintains supplies as needed.
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7. Maintains a schedule of appointments and a calendar of leave requests.
8. Welcomes visitors, arranges for their comfort and screens unexpected callers.
10. Promotes positive community relations through effective communication with visitors to the school district.

ADDITIONAL RESPONSIBILITIES:
1. Perform other duties as assigned.

REPORTS TO: Coordinator of Special Education/ Coordinator of Program Support

SALARY: Placement on the Classified Salary Schedule DOE

LENGTH OF EMPLOYMENT: Temporary thru May, 2003

LOCATION: Bering Strait School District, Unalakleet, District Office

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of classified personnel.

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Director of Human Resources
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684-0225

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Ted VanBronckhorst
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684-0225
(907) 624-4309
JOB DESCRIPTION

TITLE:  Shipping Clerk

QUALIFICATIONS:
1. High school graduate or GED preferred.
2. Valid Alaska Drivers License.
4. Ability to work cooperatively and effectively with staff.

ESSENTIAL FUNCTIONS:
1. Receive, check over and document all incoming freight.
2. Load and prepare outgoing mail and boxes for shipment.
3. Make post office deliveries and pickup.
4. Make passenger deliveries and pickup.
5. Inventory of supplies and materials.
6. Expedite food and freight deliveries to and from airport.
7. Coordinate food shipping and receiving with Food Service Manager.
8. Assist Hangar Manager with freight, aircraft, and hangar operations.

ADDITIONAL RESPONSIBILITIES:
1. Perform other duties as assigned.

REPORTS TO: Executive Director of Business and Finance.

SALARY: Placement on the Classified Salary Schedule.

LENGTH OF EMPLOYMENT: 12 months, half-time.

LOCATION: Bering Strait School District, Unalakleet, Alaska.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Classified Personnel.

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Director of Human Resources
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684

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Ted VanBronkhorst
Bering Strait School District
P.O. Box 225
Unalakleet, Alaska 99684
(907) 624-4309
JOB DESCRIPTION

TITLE: TRAVEL MANAGER

QUALIFICATIONS:
1. High school diploma or GED, secretarial training preferred
2. Have understanding and knowledge of Bering Strait region in regards to flight
   services/operations/facilities
3. Initiative, judgment, and an interest in school district organization, policies and
   procedures
4. Well organized and able to manage constant changes
5. Highly developed oral and written communication skills
6. Computer and Internet skills
7. Minimum of three years experience in secretarial work preferred
8. Ability to work effectively and cooperatively with supervisor, staff and site
   administrators

ESSENTIAL FUNCTIONS:
1. Arrange all travel (in and out of district) for staff /students/others as directed by
   administration.
2. Prepare, solicit and evaluate bids for group travel with airline companies.
3. Develop and implement procedures for scheduling, recording and evaluating
   travel expenses and reimbursements.
4. Maintains/updates travel itineraries
5. Approve travel itineraries, flight bills and schedules.
6. Open, file and process all airline correspondence.
7. Pay airline bills and travel reimbursements.
8. Provide travel documentation/billing for grants.
9. Maintain a schedule of appointments, flights, and activities.
10. Operate VHF radio and maintain contact with BSSD pilot via the radio and
    satellite phone.
11. Work with the mechanic for the BSSD plane.
12. Keep ICAL (Calendar program) updated with all travel delays and changes.
13. Arrange travel schedule for BSSD airplane.
14. Arrange shipping schedule for freight and food from the central office to sites using
    the district airplane.
15. Record BSSD plane flight and fuel logs, and charge appropriate accounts for travel on
    BSSD plane.
16. Promote positive community relations through effective communication.
17. Perform other duties as assigned.

REPORTS TO: Business Manager or designee

SALARY: Placement on the Classified Salary Schedule

LENGTH OF EMPLOYMENT: 12 months, full time.

LOCATION: Bering Strait School District

Send initial letter of application with resume to:
Ted VanBronkhorst, Director of Human Resources
Bering Strait School District
P.O. Box 225, Unalakleet, Alaska 99684

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