

KUSPUK SCHOOL DISTRICT

Job Description

Position: Coordinator of State/Federal Programs, Grants, District Testing and Special Education

Location: District Office, Aniak, AK

Required Qualifications:

- Alaska Type A Certificate with a minimum of five years teaching
- Alaska Type B certificate preferred
- Strong organizational and supervisory skills
- Experience with Alaska Native students

RESPONSIBILITIES:

- Initiates all required actions for any school identified as a Title I Program Improvement school.
- Updates LEA Plan to ensure all goals and objectives meet guidelines and are aligned with academic needs of students in the district.
Oversees all state and federal grants including reports.
- Develops, monitors, and coordinates all federal and state budgets and budgetary reports as well as the filing of these reports on a timely basis with the appropriate granting agencies.
- Participates in the annual budget development activities for state and federal programs.
- Monitors and tracks expenditures of state and federal funded projects for accuracy and compliance.
- Seeks, applies for and monitors grants awarded.
- Serves as the District Testing Coordinator.
- Establish and communicate a district-wide philosophy of least restrictive environment for serving special needs students.
- Direct special education services for all students with disabilities and ensure that students have access to the school division's core curriculum.
- Monitor the development and implementation of all aspects of the special education program process.
- Develop, monitor, supervise and manage all aspects of the annual budgets for special education.
- Plan, implement and facilitate professional development/in-services for school staff assigned the responsibility of delivering and overseeing the special education services/process in their buildings.
- Perform such other duties as may be assigned by the Superintendent of Schools.

Reports To: Superintendent

KUSPUK SCHOOL DISTRICT

Job Description

Position: Director of Curriculum & Instruction

Location: District Office, Aniak, AK

Required Qualifications:

- Alaska Type A Certificate required, Type B preferred
- Strong organizational and supervisory skills
- Expertise with instructional technology
- Experience with Alaska Native students
- Experience with Common Core Standards

Responsibilities:

- Coordinate and monitor staff development and in-service activities.
- Develop system-wide plan for curriculum study and improvement consistent with the district vision, goals, and policies.
- Coordinate development of new and revised curriculum for the district.
- Organize and review the results of curriculum committees, ensuring results are consistent with district objectives.
- Plan, develop, implement, and evaluate the curricular and instructional program of the district.
- Interpret the present curriculum and proposed curriculum changes to the board, the administration, the staff, and the general public.
- Monitor textbook and supplementary materials selection used in educational programs in the district.
- Responsible for textbook adoption, inventory, and distribution.
- Develop district course catalog listing core academic and elective courses aligned to Common Core and Carnegie standards.
- Examine and develop graduation requirements and other educational standards and develop appropriate recommendations for revision consistent with district goals and within state requirements.
- Work with subject committees to develop curriculum and pacing guides for all district curriculum materials.
- Work with principals and teachers to develop, implement and assess district tutoring plan.
- Work with staff, school administration and outside vendor to develop, implement, oversee and assess the district on-line course program.
- Perform such other duties as may be assigned by the Superintendent of Schools.

Reports to: Superintendent

KUSPUK SCHOOL DISTRICT

Job Description

Position: Coordinator of Instructional Support

Location: District Office, Aniak, AK

Required Qualifications:

- Alaska Type A Certificate with a minimum of five years teaching experience required.
- Alaska Type B certificate preferred
- Experience in Instructional Support and Response to Intervention
- Strong organizational and supervisory skills
- Expertise with instructional technology
- Experience with Alaska Native students
- Experience with Common Core Standards

Responsibilities:

- Review assessment results by school and district, and participate in the development of site instructional improvement plan.
- Assist teachers with using assessment data to plan instruction and interventions.
- Provide ongoing training and follow-up in the use of assessment tools and instructional interventions.
- Provide input regarding appropriate intervention/remediation strategies for students.
- Assist teachers in the development and implementation of effective instructional planning, and classroom organization, as needed.
- Model instructional practices in a variety of settings and provide follow-up support to ensure effective teacher implementation.
- Assist teachers and principals in designing programs to meet the needs of all students.
- Provide ongoing professional development and support to teachers.
- Conduct or participate in workshops, committees, and conferences designed to promote the intellectual, social, and physical welfare of students.
- Perform all tasks associated with State and Federal assessments.
- Oversee the district pre-school and SEL programs.
- Perform such other duties as may be assigned by the Superintendent of Schools.

REPORTS TO: Superintendent

KUSPUK SCHOOL DISTRICT

Job Description

Position: Student Services Coordinator

Location: District Office, Aniak, AK

Required Qualifications:

- Alaska Type A Teaching Certificate and Type C Counselor Certificate
- Strong organizational and supervisory skills
- Expertise with instructional technology
- Experience with Alaska Native students
- Minimum three years teaching experience

Preferred Qualifications:

- Minimum three years experience as a school/district counselor
- Alaska Type B administrator certificate.

Responsibilities:

- Travel to each school site twice yearly for the specific purpose of meeting with each grade 8-12 student and their parent/guardian to assist in developing and assessing the students' personal graduation and college/career plans.
- Upload and track student progress toward graduation.
- Assist in the preparation of the District Master Schedule.
- Oversee the scheduling of students assuring they are on track for graduation with the appropriate number of credits required for a diploma.
- Manage the transition of student's from grade level and from one school to another.
- Chair District Scholarship Committee
- Assist students with scholarship, college, vocational-technical and financial aid applications.
- Track post-graduate progress with college, career, vocational-technical and job placement.
- Coordinate and oversee homebound, homeschool and homeless educations plans for students.
- Schedule and provide Anger Management classes at each site
- Serve as the district ACT/Work Keys Administrator.
- Travel to sites on a rotational basis.
- Serve as the district EXCEL Alaska Liaison to recruit students for EXCEL Alaska programs within the Kuspuk School District.
- Complete the State OASIS, Suspension/Expulsion, Report to the Public and other reports as directed by the Superintendent.
- Assist with Power School functions such as but not limited to:

- Attendance
- Scheduling
- Creating classes
- Class movement from grade to grade, school to school
- Add/Drop
- Student Enrollment
- Student course registration
- Grade Book
- Serve as a member of the Superintendent Leadership Team.
- Perform such other duties as may be assigned by the Superintendent of Schools.

Reports to: Superintendent