

titles assigned by the supervisor.

QUALIFICATIONS: (1) Two years of accounting education or (2) Three years of accounting experience in double entry accounting system. Also, have experience in the preparation, computation and maintenance of accounts and accounting records and reports. Also, must be willing to work with changes from manual accounting to computerized accounting system now being established.

SALARY: Depends on Education and Experience (\$1,900.00 start off)

Publish 4/15, 4/22/81

POSITION ANNOUNCEMENT

POSITION TITLE: Graphic Arts Editor (Printing Press)
LOCATION: District Office - Nenana

DUTIES

The person filling this position will work with groups of students from village sites at the District Office Printshop for two to four week periods in the following areas:

- Use of printing equipment
- Printing press
- Mock-up equipment
- Page making
- Binding
- Job opportunities, interviewing for jobs in the printing area

QUALIFICATIONS

1. Demonstrated ability to use and teach the skills necessary to use the following equipment:
 - Photo typesetter - Photo processor - Master Imager 2300N - Master Imager Processor - Robert Mark V Camera and Enlarger - Exposure Frame Plate Burner - AM 1850N - Printing Press - Paper Cutter - Perforator and Folder - Hole Drills - Bostitch Binder
2. Post secondary course in printing and/or work experience in the area of printing.
3. Ability to work with students in a work study situation.

Closing Date: Until Filled

Contract: 200 to 220 paid per year

SALARY: Placement on the District Teachers Salary schedule commensurate with Degree and/or work experience. Minimum: \$21,877

Starting Date: August 1981

Application: Send letter of application to:

Fred L. Lau
Assistant Superintendent
Box 367
Nenana, Alaska 99760

Publish: 4/15/81

POSITION ANNOUNCEMENT ASSISTANT SUPERINTENDENT FOR EDUCATIONAL SUPPORT

Assistant Superintendent Qualifications:

1. Alaska Administrative Certificate required with endorsement as Superintendent preferred.
2. At least five years demonstrated successful experience in education required, with at least three years experience in educational administration preferred.
3. Ability to work well with other District Office staff.
4. Director, Advisory School Boards, Advisory Committees and Citizens.
5. Willingness to travel extensively.
5. Ability to live and work in a cross-cultural, rural Alaska environment.
6. Ability to carry out successful duties described below.
7. Required to have in depth knowledge and background in one or more of the following areas: bilingual education, curriculum, development, federal and state grants, special education, vocational education, preparation to handle the above areas. Knowledge in all of the above areas.

REPORTS TO: Superintendent

SUPERVISES: Director of State and Federal Grants, Director of Special Education, Director of Vocational Education, Director of Bilingual Education, Director of Media Services, Secretary.

JOB GOAL:

To coordinate and provide leadership in the development, implementation and evaluation of educational programs in the District and to supervise and work cooperatively with the District Office staff in providing rounded, appropriate programs for all students.

REPRESENTATIVE DUTIES:

1. Initiates and coordinates, in-service and staff development programs.
2. Acts for the Superintendent in the Superintendent's absence as assigned.
3. Supervises and works with instructional support personnel.
4. Responsible for development and implementation of career ladder for all District personnel.
5. Responsible for development and implementation of the magnet school.
6. Ensures compliance with the Department of Education's

concerning the development and evaluation of small secondary schools educational plans (LSSO reg.) for the District.

7. Perform other duties as assigned necessary for successful operation of the school.

TERMS OF EMPLOYMENT:

Permanent, Full-time. Salary and job description pending approval by the District.

The Lower Kusokwim School District is an equal opportunity employer.

CLOSING DATE: April 30, 1981

APPLICATIONS: Please send letter of application and resume to:
Mr. Carl A. Peterson,
Superintendent
Lower Kusokwim School District
Box 305
Bethel, Alaska 99559

Publish: 4/15, 4/22/81

POSITION ANNOUNCEMENT PRINCIPAL

The Lower Kusokwim School District is currently recruiting for a principalship position for a primary school, Milevuk, Ektivik, located in the city of Bethel, Alaska. The position would cover grades K-2 with a student population of 174 and a teaching staff of 11.

Principal Qualifications:

1. Valid Alaska Teachers' Certificate with endorsement as Principal.
2. Not less than three years demonstrated successful experience in educational administration preferred.
3. Ability to live and work in a cross-cultural, rural Alaska environment.
4. Ability to carry out successfully the duties described below.

REPORTS TO: Superintendent

Supervises: 11 teachers in the Milevuk, Ektivik, K-2 School and other support personnel while functioning in the assigned school.

DUTIES:

1. Supervises the school's educational program.
2. Assumes responsibility for the implementation and observance of Board and ASB policies and administrative regulations by the school's staff and students.
3. Assumes a supporting role to the curriculum director in the development, revision and evaluation of curriculum.
4. Supervises all teaching and classified personnel assigned to the school.
5. In accordance with the District recruitment plan, recruits, assigns, and orients professional staff.
6. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.
7. Maintains high standards of student conduct and enforces discipline as necessary according to due process rights of students.
8. Supervises the preparation of all school reports for the District Office.
9. Makes recommendations concerning the school's administration and instructional program to the ASB and Superintendent level personnel.
10. Assumes responsibility for the attendance, conduct and health/safety of students.
11. Assists in the preparation, and is responsible for the management of the school's budget.
12. Supervises the maintenance of accurate records of the progress and attendance of students.
13. Acts as a liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
14. Serves as the executive officer of the ASB.
15. Makes arrangements for special conferences between parent and teachers.
16. Conducts meetings of the staff as necessary for the proper functioning of the school.
17. Performs other duties as assigned or as necessary for the proper operation of the school.

SALARY: \$49,850.00 DOE - Permanent Full-time

Closing Date: April 30, 1981

APPLICATIONS: Send letter of Application and resume to:

Carl A. Peterson, Superintendent
Lower Kusokwim School District
Box 305
Bethel, Alaska 99559

Publish: 4/15, 4/22/81

POSITION ANNOUNCEMENT CURRICULUM DIRECTOR

An outstanding professional opportunity exists to develop the curriculum of a large rural school district in rural Alaska. The Lower Kusokwim School District is located in an area the size of Ohio and it is headquartered in Bethel which is located 400 air miles west of Anchorage.

Specific duties will be to develop a core curriculum; supervise the Dis-

trict's testing program; and to develop the educational program for the individual schools in conjunction with the District Office. Emphasis in curriculum development will be at the secondary school level (9-12).

Qualifications:

1. Masters degree in curriculum or a master of education with a concentration in curriculum.
2. A minimum of 5 years classroom experience or 3 years of classroom/administrative experience with a minimum of 3 years classroom experience.
3. A minimum of 2 years demonstrated successful experience in the field of curriculum development.
4. A valid Alaska Type A teaching certificate with an administrative endorsement preferred.
5. Ability to live and work in a cross-cultural, rural Alaska environment with the willingness to travel to remote locations.

Reports to: Superintendent

Salary: \$3,691 - \$3,920 per month. DOE

Initial applications may be made by cover letter and appropriate resume. Applications will be received until May 20, 1981. For more information contact:

James R. Hoffman
General Manager
Bethel Native Corporation
Bethel, Alaska 99559

For telephone contact: Carl A. Peterson, Superintendent 907-543-3611 ext. 235

Publish: 4/15, 4/22, 4/29, 5/6, 5/13

POSITION OPENING PRINCIPAL

The Lower Kusokwim School District is currently recruiting for several principal positions for small secondary schools within the District.

QUALIFICATIONS:

1. Valid Alaska Teachers' Certificate with endorsement as Principal.
2. Not less than three years demonstrated successful experience in educational administration preferred.
3. Ability to live and work in a cross-cultural, rural Alaska environment.
4. Ability to carry out successfully the duties described below.

REPORTS TO: Superintendent

DUTIES:

Duties include supervising the school's educational programs, supervising certified and classified staff, preparation and implementation of school's budget, serving as executive officer of Advisory School Board and is responsible for the implementation and observance of all Board and Advisory School Board policies and administrative regulations by school's staff and students.

Closing Date: May 20, 1981

SALARY: DOE

Applications: Send letter of application and resume to:

Personnel Supervisor
Lower Kusokwim School District
Box 305
Bethel, Alaska 99559

For telephone contact: Carl A. Peterson, Superintendent 907-543-3611, ext. 235

The Lower Kusokwim School District is an equal opportunity employer.

Publish: 4/15, 4/22, 4/29, 5/6, 5/13

The North Slope Borough School District is accepting applications for teaching and administrative positions

for the 1981-82 school year.

Teacher salaries \$23-33,000 and benefits include fully paid insurance, travel allowance, medical leave, and extended retirement plan.

Preference given to teachers with experience in bi-cultural teaching situations.

Interested applicants contact:

Jess Holway
Personnel Officer
Box 169
Barrow, Alaska 99723

Publish: 3/18, 3/25, 4/10, 4/01, 4/15, 4/22, 4/29/81

JOB OPENING

POSITION: Land Planner

Land Planner is responsible, subject to approval by the Board of Directors, for development and administration of land planning and development policies. Specifically this includes, but is not limited to: (1) coordination of ANCSA 14(c) lands selected by Bethel Native Corporation; (2) implementation of Corporation Comprehensive Development Plan; (3) administration of Bethel Native Corporation; (4) representation of the interests in all local land planning endeavor by state, federal, local or other agencies, government or private; (5) coordination of land man-

agement policy with BNC board, Regional Corporation Land Department, AVCP or other agencies governmental or private.

Applicant should be familiar with and have a working knowledge of rural Alaska.

SALARY: D.O.E.

INSURANCE: Blue Cross & CARE

Position available, April 15, 1981. Resumes may be sent to:

James R. Hoffman
General Manager
Bethel Native Corporation
Bethel, Alaska 99559

Publish: 4/01, 4/08, 4/15/81

EMPLOYMENT EMPORIUM

Cook Inn Native Association
670 W. Fireweed Lane
Anchorage, AK 99503
278-6461 ext. 113

POSITIONS

Information and Education Specialist - B.A. or B.S. in Journalism, or Speech or a related field. 2 years experience in substance abuse treatment agency. \$18,000 DOE

Child Care Attendant - 6 months experience DOE

Custodial Worker - Able to follow written or oral instructions. (Maid type work) DOE

Food Waiters - 6 months experience DOE

PROGRAMS

Having trouble finding that special job you want? If you're currently unemployed, check with CINA Employment Division for assistance in finding employment. You'll work with a Placement Specialist who is skilled in job matching and will personally refer you to job openings.

If you would like to study for your Alaska Drivers License, build up on your reading, math or spelling skills or help prepare yourself to take the GED Test, the Alaska Native or American Indian, come in to Hillsville or the "Place of Learning" 670 W. Fireweed Lane or call 265-1288.

The Employment Emporium is exclusively for Alaska Native, American Indians or Native Hawaiians under PL 95-542 302.

ADULT EDUCATION PROGRAM DIRECTOR

Adult Education Program Director for one year implementing an Adult Education program to provide training and technical assistance to local native individuals who will replace them. The duties of this position will be to provide administrative support for the Adult Education Program.

\$30,000/Year
Deadline: May 15, 1981

Contact: Mary Alexander, Director
Tadui Basic Education Dept.
Kawerak, Inc.
Box 94
Anchorage, Alaska 99762

Publish: 4/08, 4/15/81

PROJECT FOLKLISTER

Two year project to train Eskimo fieldworkers in recording, transcribing and translating oral traditions and legends. Administrative experience, experience working with Alaska Natives, ability to travel extensively in a harsh climate.

\$30,000/Year
Deadline: May 15, 1981

Contact: Mary Alexander, Director
Adult Basic Education Dept.
Kawerak, Inc.
Box 94
Anchorage, Alaska 99762

Publish: 4/08, 4/15/81

DIRECTOR OF PHARMACY SERVICES

ANNUAL SALARY: \$31,950.00

CLOSING DATE: April 24, 1981

To be filled May 18/1981

Monday thru Friday 9:00 a.m. to 6:00 p.m.

Direct and organize the Pharmacy Department and its functions. Establish procedures of service for compliance and up-grade when necessary. Manage the Pharmacy Clinic and its components of pharmaceutical use and Administration. Interact with the health professionals to meet these ends.

QUALIFICATION REQUIREMENTS: B.S. in Pharmacy, Alaska State License, NABP acceptance work with other agencies, government or private, with commensurate with scope of services.

CONTACT: Personnel Services

Regional Corporation Land Department, AVCP or other agencies governmental or private.

Applicant should be familiar with and have a working knowledge of rural Alaska.

SALARY: D.O.E.

INSURANCE: Blue Cross & CARE

Position available, April 15, 1981. Resumes may be sent to:

James R. Hoffman
General Manager
Bethel Native Corporation
Bethel, Alaska 99559

Publish: 4/01, 4/08, 4/15/81

AMERICAN INDIAN OR ALASKA NATIVE PREFERENCE/ EEO

POSITION: Director, Village Services

Duties: Under supervision of AVCP administration, Director is responsible for the coordination of BIA contract programs within AVCP. Includes monitoring of compliance requirements, preparation and review of budgets and modifications, review and submission of reports, both program and financial. Recommends executive action on BIA Contracts. Acts as liaison between AVCP and village, other agencies and corporations regarding BIA contract programs, other duties as necessary and assigned to insure provision of optimum service.

Qualifications: Experience and ability in program management of federal Indian programs, specifically BIA programs. Knowledge of American Indian policies, federal Indian law and administrative management procedures.

Vupik speaking preferred.

Qualifications: Experience and ability in program management of federal Indian programs, specifically BIA programs. Knowledge of American Indian policies, federal Indian law and administrative management procedures.

For further information and details, contact:

Harold Napiwong, Director
AVCP, Inc.
Box 219
Bethel, Alaska 99559

Publish: 4/08, 4/15/81

FOR SALE

3 bedroom home on waterfront, Port Alexander on Baranof Island, 2 bedrooms, 1 bath, 2 room efficiency. Fully carpeted with wood paneling. Private well. Fenced front and back yard. Asking price \$150,000. 279-6073, ask for Jim.

Large duplex near West High Anchorage 2982 sq. ft., also mother-in-law efficiency. 3 bedrooms, 2 bath and 1 bedroom and 1 bath 2 room efficiency. Fully carpeted with wood paneling. Private well. Fenced front and back yard. Asking price \$150,000. 279-6073, ask for Jim.

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