

KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Instructional Aide

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED.
2. Must have either Associates Degree, 2 years of college, or passed the Para Pro Praxis Test.
3. Ability to work effectively and cooperatively with students, parents and staff.

ESSENTIAL FUNCTIONS:

4. Instructs students in Native Language / Culture.
5. Works effectively and cooperatively in meeting students' needs.
6. Utilizes classroom and special materials and activities in working with small groups and/or individuals.
7. Keeps appropriate records and check sheets.
8. Corrects work assignments of target students and reports results to instructor.
9. Prepares classroom materials and bulletin boards.
10. Utilize technical classroom equipment for classroom instruction and assessment.
11. Performs clerical duties as needed to implement instructional program.
12. Assists in the supervision of student activities such as independent study, field trips, lunch or recess.
13. Assists teacher in assembling materials and implementing classroom activities.
14. Assists the teacher in assessment of student learning.
15. If special education duties are assigned, works with children according to the guidelines of the Individual Education Program.
16. Mandatory participation in required in-service and training events and must complete 6 hours of professional training annually. (EED Mandated trainings not included)
17. Performs other duties as assigned.

Reports To: Principal and/or Lead Teacher

Salary: \$15.00 per hour or more, DOE

Length of Employment: School year, assigned hours per day *(August - May)*

Kuspuk School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.