

**KUSPUK SCHOOL DISTRICT**

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



**JOB DESCRIPTION**

**TITLE: Intensive Needs 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.
4. Must complete 3 hours of EED eLearning special ed courses to receive \$4 additional pay per hour\* (annually) *(initial eLearning course to be completed during probationary period. These courses must be renewed annually)*

**ESSENTIAL FUNCTIONS:**

1. Works effectively and cooperatively with teacher in meeting intensive students' needs.
2. Can work with up to three intensive needs students as assigned.
3. Utilizes classroom and special materials and activities in working with small groups and/or individuals.
4. Keeps appropriate records and check sheets.
5. Corrects work assignments of target students and reports results to instructor.
6. Prepares materials as needed for intensive needs students.
7. Operates computers as needed for intensive needs students.
8. Assists in the supervision of intensive needs student activities such as independent study, field trips, lunch or recess.
9. Assists teacher in assembling materials and implementing classroom activities for intensive needs students.
10. Assists the teacher in assessment of intensive needs student learning.
11. Works with intensive needs student according to the guidelines of the Individual Education Program.
12. Mandatory participation in required in-service and training events and must complete 6 hours of professional training annually. (EED Mandated trainings not included)
13. Performs other duties as assigned.

**Reports To:** Principal and/or Lead Teacher

**Salary:** \$15.00 (+4.00\*) 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.*