

KUSPUK SCHOOL DISTRICT

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



JOB DESCRIPTION

TITLE: Pre School Instructor

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED.
2. Child Development Associate (CDA) Degree
3. Ability to work effectively and cooperatively with students, parents and staff.

ESSENTIAL FUNCTIONS:

1. Instructs pre school students.
2. Works effectively and cooperatively in meeting students' needs.
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.
6. Participates in training sessions to develop skills.
7. Prepares classroom materials and bulletin boards.
8. Utilize technical classroom equipment for classroom instruction and assessment.
9. Performs clerical duties as needed to implement instructional program.
10. Integrate Native language and cultural skills into daily lessons.
11. Assists in the supervision of student activities such as field trips, lunch or recess.
12. Assess student learning.
13. Follow an IEP, If working with special education students
14. Participates in in-service and training events.
15. Performs other duties as assigned.

Reports To: Principal and/or Lead Teacher

Salary: \$18.23 (certificate) per hour or more, DOE

Salary: \$15.00 (without Certificate) 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.