

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

Job Description

TITLE: Instructional Aide - **Gusty Michael School in Stony River, Alaska**

QUALIFICATIONS:

1. High school graduate or GED preferred.
2. College or university credits in education preferred.
3. Experience working with children.
4. Ability to work effectively and cooperatively with students, parents and staff.

ESSENTIAL FUNCTIONS:

1. Works effectively and cooperatively with teacher in meeting students' needs.
2. Utilizes classroom and special materials and activities in working with small groups and/or individuals.
3. Keeps appropriate records and check sheets.
4. Corrects work assignments of target students and reports results to instructor.
5. Participates in training sessions to develop skills.
6. Prepares charts, flash cards, audio-visual materials and bulletin boards.
7. Operates audio visual equipment and computer.
8. Performs clerical duties as needed to implement instructional program.
9. Assists in the supervision of student activities such as independent study, field trips, lunch or recess.
10. Assists teacher in assembling materials and implementing classroom activities.
11. Assists the teacher in assessment of student learning.
12. If special education duties are assigned, works with children according to the guidelines of the Individual Education Program.
13. Participates in in-service and training events.
14. Performs other duties as assigned.

REPORTS TO: Principal and/or Principal Teacher

SALARY: \$13.40/hour or more, DOE

Note: add-on of \$4/hour is available for aides working with intensive students after 20 hours of job-specific training; check if add-on applies to this position: _____

LENGTH OF EMPLOYMENT: School year, assigned hours per day

Applicants must complete an updated application form and submit it to the hiring supervisor. Kuspuk School District is an equal opportunity employer.

FOR JOB POSTING:

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[Signature]

District Posting Date: 8/16/16
Public Posting Date: 8/16/16
Closing Date: 9/01/16
Hiring Supervisor: Steven Porter, Principal
Location: Gusty Michael School in SRV
Hours/Day: 4 hours per day