



Northwest Arctic Borough School District
HUMAN RESOURCES DEPARTMENT

P.O. BOX 51 • KOTZEBUE, AK 99752 • (907) 442-1800 • FAX (907) 442-2172

POSITION VACANCY ANNOUNCEMENT C21-019

H-14-08

TITLE: Intensive Special Education Aide – Selawik

QUALIFICATIONS:

1. A minimum of 48 semester hours of college level coursework and/or successful completion of the state approved paraprofessional test.
2. One year of experience working as a Special Education Aide.
3. Knowledge of or willingness to learn Sign Language and/or Braille.
4. Computer experience

REPORTS TO: Principal and Special Education Teacher

JOB GOAL: To work closely with students on a regular basis in an effort to provide them with the educational support they need to gain from the district’s educational program.

PERFORMANCE RESPONSIBILITIES:

Assists the student(s) to whom assigned in physical tasks as necessary, including gross and fine motor activities, and records pertinent data daily; works with student(s) in the instructional program; under supervision of the special education teacher, works with small groups of students to reinforce material initially introduced by the teacher in the SPED and regular education classroom; accompanies the student(s) to whom assigned on trips to the office or other places outside of the school; establishes as fully as possible a supportive relationship with the student(s); serves as a resource person on the collaboration team to help determine how the student’s goals and objectives on the IEP will be carried out; assists teacher in preparing materials to be used in the classroom; with the help of the SPED teacher, is required to learn and practice signing with hearing impaired and deaf students, or Braille with visually impaired or blind students; is responsible for all feeding, toilet needs and movement within the school facility for the intensive care student; other duties as assigned by the special education teacher.

LENGTH OF POSITION: 6.5 Hours per day, 190 days per school year

SALARY: Range 13/Step 01, \$26.00 per hour or higher, depending on college credits

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board Policy.

TERMS OF EMPLOYMENT: Employment is dependent upon the site enrollment of intensive needs student(s).

APPLICATION PROCEDURES:

DISTRICT EMPLOYEES must submit the following to the Human Resources Office: Request for transfer; list of work experience and letter of recommendation from current supervisor.

OTHER APPLICANTS must submit the following items to the personnel office: A completed application, at least three (3) current references (one from most recent employer). All references must have current telephone numbers.

**APPLICANTS ALREADY ON FILE MUST SUBMIT
A LETTER EXPRESSING INTEREST IN THIS POSITION**

**ALL OF THE ABOVE MUST BE POSTMARKED OR RECEIVED ON OR BEFORE
THE CLOSING DATE TO BE CONSIDERED FOR THIS POSITION**

DATE ANNOUNCEDSeptember 14, 2020

DATE CLOSING Open Until Filled

**AN AFFIRMATIVE ACTION - EQUAL OPPORTUNITY EMPLOYER
APPLICATIONS FROM MINORITIES ARE ENCOURAGED**