



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 C21-021**

**H-15-10**

**TITLE:** Intensive Special Education Aide – June Nelson Elementary School, Kotzebue

**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 ANNOUNCED .....September 24, 2020  
DATE CLOSING ..... Open Until Filled

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