



# NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

## HUMAN RESOURCES DEPARTMENT

Ambler · Buckland · Deering · Kiana · Kivalina · Kobuk · Kotzebue · Noatak · Noorvik · Selawik · Shungnak  
PO Box 51 · Kotzebue, Alaska 99752 · Phone (907) 442-1800 · Fax (907) 442-2172

### POSITION VACANCY ANNOUNCEMENT C23-021

H-14-01

**TITLE:** Special Education Aide – Davis-Ramoth School, Selawik AK

**QUALIFICATIONS:**

1. A minimum of 48 semester hours of college level coursework and/or successful completion of the state approved Paraprofessional test.
2. Experience working with children preferred.
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:

Responsibilities include but are not limited to the following:

1. Assists the student(s) to whom assigned in physical tasks as necessary, including gross and fine motor activities, and records pertinent data daily.
2. Works with student(s) in the instructional program.
3. 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.
4. Accompanies the student(s) to whom assigned on trips to the office or other places outside of the school.
5. Establishes as fully as possible a supportive relationship with the student(s).
6. 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.
7. Assists teacher in preparing materials to be used in the classroom.
8. 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.
9. Responsible for all feeding, toilet needs and movement within the school facility for the intensive care student.
10. Other duties as assigned by the Special Education teacher.

**LENGTH OF POSITION:** 6.5 hours per day, 193 days per school year

**SALARY:** Range 13 / Step 01, \$28.50 per hour or higher, depending on college credits

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

#### APPLICATION PROCEDURES:

**District Employees** must submit to the Human Resources Department: request for transfer form, list of work experience and letter of recommendation from current supervisor.

**Other Applicants** must submit the following items to the human resources department: 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 THE POSITION**

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

DATE ANNOUNCED ..... June 24, 2022

DATE CLOSING ..... Open Until Filled

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