



# 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

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### POSITION VACANCY ANNOUNCEMENT C23-038

I-16-01

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**TITLE:** Instructional Aide – Kotzebue Middle High School

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**QUALIFICATIONS:**

1. High School diploma or GED
2. Computer experience.
3. Experience working with children preferred.
4. AA Degree or higher, Forty-eight (48) semester credits of college level coursework OR successful completion of the ETS ParaPro test.

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**REPORTS TO:** Principal and supervising teacher

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**JOB GOAL:** To assist the teacher in achieving teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.

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#### PERFORMANCE RESPONSIBILITIES:

Responsibilities include but are not limited to the following:

1. Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced by the teacher.
2. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
3. Operates and cares for equipment used in the classroom for instructional purposes.
4. Helps students master equipment or instructional materials assigned by teacher.
5. Distributes and collects workbooks, papers, and other materials for instruction.
6. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
7. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
8. Keeps bulletin board and other classroom learning displays up to date.
9. Assists with such large groups activities as drill work, reading aloud, and storytelling.
10. Reads to students, listens to students read, and participates in other forms of oral communication with students.
11. Assists students in the library or media center.
12. Checks notebooks, corrects papers, and supervises testing and make up work, as assigned by the teacher.
13. Helps students with their clothing.
14. Assists with lunch, snack, and clean up routines.
15. Assists with wash-up and toilet routines.
16. Alerts the regular teacher to any problem or special information about an individual student.
17. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
18. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
19. Participates in in-service training problems.
20. Other duties as assigned.

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

**SALARY:** Range 8 / Step 01, \$23.54 per hour or higher, depending on college credits

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

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#### 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 ..... August 18, 2022

DATE CLOSING ..... Open Until Filled

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

