

Posted December 11th, 2018

Job Vacancy Notice

Classroom Teacher's Aide (Pathways Program)

Alaska Gateway School District is seeking applications from qualified person for part time Classroom Teacher's Aide. The position is for one year, grant funded. The Aide will work with Alaska Gateway School District Pathways program. Pathways is an alternative program within Alaska Gateway School District designed for high school students who are significantly behind in credits for progress toward graduation, or due to significant risk factors, are in danger of dropping out. Aide will monitor course progress, identify issues, provide tutoring and one-on-one assistance. Travel within the district required.

MINIMUM QUALIFICATIONS

1. High School diploma required
2. Appropriate Post-secondary, military and/or vocational-technical training
3. Excellent technology skills and ability to learn to use new technologies
4. An Alaska Driver's License with a clean driving record
5. Meets district physical requirements
6. Capacity to understand and execute oral and written instructions, to communicate clearly in oral and written form, and to interpret and follow district policies.
7. Must be capable of establishing and maintaining positive working relationships with students, teachers, parents and administrators.

SUMMARY OF PERFORMANCE RESPONSIBILITIES

- Be a self-motivated problem solver
- Interact positively and collaboratively with co-workers in a team environment
- Work one on one and in small and large groups of assigned students providing learning practice and assistance
- Participate in appropriate in-service training
- Assists in the supervision of students in a prompt and responsible manner to ensure a safe, nurturing and healthy environment
- Assist with the preparation, collection and dissemination of instructional materials
- Provides individual and small group instruction of students under the direction of certified staff
- Maintain a professional working relationship with Pathways Coordinator, teachers, students and other staff members
- Handles discipline issues and follows up with the Pathways Coordinator or site administrator
- Other duties as assigned.

TERMS OF EMPLOYMENT

5.5 Hours per day/Level 5 A - \$ 17.36 per hour

POSITION OPEN UNTIL: December 18th, 2018 or until filled.

If you are interested in this position, please send a job application/resume to: Deb Sparks, Personnel, Alaska Gateway School District, PO Box 226, Tok, Ak 99780 Ph: 883-5151/Fax883-5154

Applications available online at agsd.us or District Office