

Posted December 19<sup>th</sup>, 2018

## **Alaska Gateway School District**

### **Job Vacancy Notice**

**TITLE:** Special Education Aide – Tanacross School

**REPORTS TO:** Site Administrator & Sped Coordinator

#### **MINIMUM QUALIFICATIONS:**

1. High School graduate **and** 2 years of college (48 semester hours) **or** Associate's degree **or** higher, **or** be able to pass the required Para-Pro certification exam.
2. Must have knowledge of basic reading and math skills.
3. Must have ability to communicate with children.
4. Must be capable of establishing and maintaining positive working relationships with students, teachers, parents and administrators.
5. Must be able to pass a background check.

#### **SUMMARY OF PERFORMANCE RESPONSIBILITIES:**

- Maintain records that monitor each student's educational progress.
- Maintain inventories of special programs materials and equipment.
- Assist with the preparation, collection and dissemination of instructional materials.
- Participate in appropriate in-service training.
- Assist teachers with parent conferences as requested.
- Complete required forms and reports.
- Assist in playground supervision and lunch duty.
- Use reproduction equipment, typewriter, audio-visual equipment, computers and instructional machines as needed.
- Coordinate services with other state agencies involved with special programs.
- Report to principal and school staff relative to students and/or programs.
- Daily instruction of students.
- Safety of students under supervision.
- Disciplinary measures for students under supervision.
- Some planning of lessons and judgments related to effective instruction required.
- Expected to work on playground in extreme cold weather.
- Other duties as assigned.

**TERMS OF EMPLOYMENT:** 28 hours per week

**PAY RANGE:** Level 5 - \$17.36

**Position Open Until: January 7<sup>th</sup>, 2019 or Until Filled**

If you are interested in this position, please send a job application/resume to:  
Deb Sparks, Personnel, PO Box 226, Tok, Alaska 99780 or email to  
[dsparks@agsd.us](mailto:dsparks@agsd.us). Applications are available at AGSD District Office and on the  
website: [agsd.us](http://agsd.us)