

Kashunamiut School District
Chevak, AK 99563

Opens: December 15, 2017

Closes: December 31, 2017

Job Description

JOB TITLE:	Intervention Paraprofessional	SALARY: Classified Salary Schedule Placement based on qualifications
REPORTS TO:	Supervising Teacher, Principal	Hours: 6
LOCATION:	Chevak School	No. DAYS: Remainder of Year

JOB PURPOSE: To assist students in their educational program under the supervision of certified staff.

Duties, Responsibilities and Accountabilities

1. Assist the teacher with management and education of children assigned to them.
2. Depending on qualifications may coordinate curriculum and classroom activities with teacher.
3. Depending on qualifications may monitor each child's progress in the classroom.
4. Assist the teacher with parent conferences and participate in I.E.P. meetings as requested.
5. Maintain folders of student work and behavior.
6. Complete some clerical work.
7. Attend training with supervising teachers.
8. Assume daily supervision duties equitable to all paraprofessionals.
9. Depending on qualifications, may complete required reports and submit them on specified days.
10. Become familiar with materials, techniques and procedures used in working with children.
11. Implement I.E.P. programs in the general education classroom for children in conjunction with the general education teacher.
12. As directed by the general education teacher, provide individualized and small group instruction.
13. Maintain confidentiality of students, parents and staff at all times.
14. Other duties as assigned by the teacher or principal.

Qualification:

1. High School graduate, additional formal education preferred as well as experience in working with children.
2. Experience as a teacher aide, substitute, or volunteer in the classroom is desirable.
3. Must show evidence of ability to work closely and cooperatively in a small group setting and to maintain confidentiality.

4. Must meet highly qualified standards or be able to attain highly qualified status within 60 days of hire
5. Must pass background screening

Knowledge, Skills and Abilities

1. Requires decision-making ability and the ability to work independently. Requires ability to plan, schedule, and prioritize work.
2. Requires interpersonal skills to courteously and effectively assist individuals
3. Requires ability to speak clearly and concisely both in oral and written communication.
4. Requires willingness to perform various job-related duties, as situations require, a strong sense of teamwork, and ability to work cooperatively with others.
5. Requires ability to perform duties with awareness of all district requirements, Board of Education practices, Alaska State Laws, and Department of Education and Early Development regulations.

Education and/or Experience: High School diploma or equivalent. College or post-secondary training desirable.

Language Skills: Ability to read and interpret documents such as lesson plans and classroom textbooks. Ability to write routine reports and correspondence. Ability to speak effectively before supervisors and district employees. Ability to speak Cup'ik preferred.

Mathematical Skills: Ability to calculate figures and amounts and support students in math concepts.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills and Abilities: Requires knowledge and ability to operate a variety of software on computers. Working knowledge of Microsoft Word, Excel, and email required.

Other Skills and Abilities: Ability to develop effective working relationships with the principal, staff, students, parents, and community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to work in a cross-cultural environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; operate a computer; and reach with hands

and arms. This position requires the individual to meet deadlines with severe time constraints and to interact with the public and other workers. The employee must occasionally lift and/or move up to 30 pounds, such as tables, office furniture and supplies. This position may occasionally require employee to work extended or irregular hours. Specific vision abilities required by this job include close vision and depth perception.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

Note: Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008, which became effective November 21, 2009, protects applicants and employees from employment discrimination based on genetic information. Employers are prohibited from discriminating in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees or their family members, the manifestation of diseases or disorders in family members (family medical history), and requests for or receipt of genetic services by applicants, employees, or their family members.

The district and its employees shall not unlawfully discriminate against or harass employees or job applicants on the basis of sex, race, color, religion, national origin, ancestry, age, marital status, changes in marital status, pregnancy, parenthood, physical or mental disability, Vietnam era veteran status, genetic information, or good faith reporting to the board on a matter of public concern.

To Apply:

- Complete classified employment application
- Provide names and contact information for 3 references (non-relatives)
- Provide official transcripts if hired
- Pass a background check

Apply at Chevak School Office