

# SOUTHWEST REGION SCHOOLS VACANCY ANNOUNCEMENT

**POSITION TITLE:** Instructional Aide I (Special Education – 2 positions available)  
**PAY RANGE:** \$18.26/hour DOE  
**LOCATION:** Togiak School  
**HOURS/WEEK:** 32.5 hours/week  
**OPENING DATE:** August 25, 2020  
**CLOSING DATE:** until filled

## **DEFINITION**

Under direct supervision of a certified teacher or administrator, is responsible for performing a variety of classroom oriented teacher assistance, instruction, special programs and/or staff relief.

## **TYPICAL TASKS**

1. Assist the teacher in direct instructional activities, normally working with small groups on a one-to-one basis.
2. Monitor the classroom when the teacher is otherwise engaged.
3. Prepare and correct student learning materials.
4. Prepare and use audio-visual materials and equipment.
5. Manage room libraries and assist in school library.
6. Make arrangements for care of ill students.
7. Participate in available inservice training.
8. Organize and carry out instructional and recreational activities.
9. Supervise playground activities.
10. Supervise students in non-educational activities.
11. Other duties and responsibilities as required.

## **EDUCATIONAL, EXPERIENCE AND SKILLS REQUIRED**

1. Due to the **Paraprofessional Requirements**, the minimum requirements include:
  - a. High School diploma or GED  
AND
  - b. Two years of college (at least 48 semester hour credits); OR  
Associate's (or higher) degree; OR  
Pass the ParaPro assessment and the Paraprofessional Standards Checklist
2. Knowledge of the English language, ability to speak Yup'ik fluently if assigned as a Yup'ik Studies Aide.
3. Demonstrated ability to work with children, maintain discipline, and follow instructions.
4. Ability to operate standard office equipment.

For more information or to apply, please contact:

Tobe Gurley, Principal  
Togiak School  
(907) 493-5613