

Nelson Island School
118 Village Road; Toksook Bay, AK 99637
PHONE: 427-7815, FAX: 427-7612

Position: Teacher Aide III (Temporary)
Elementary

Goal: To help with students that need intervention with subject areas.

Qualifications: High School Diploma or GED. Demonstrated successful experience working with young people in a school setting desirable. Align with NCLB Paraprofessional Qualification requirements (48 semester hours or Associate Degree or pass State-Approved Academic Competency test). Bilingual in Yup'ik and English preferred. Ability to live and work in a cross-cultural, rural, Alaskan environment. Ability to carry out successfully the duties described below.

Duties: Under the supervision of the teacher, prepares for classroom activities. Works with small groups of student to reinforce material initially introduced by the teacher. Assist individual student in need of special attention. Performs clerical duties. Sets up and operates equipment. Assist teacher with non-instructional classroom duties such as snack, restroom, and clothing routines. Checks notebooks, correct papers, and supervises testing and make-up homework. Assist in drill work. Assists with reading and story telling. Assists in small groups of students in the library, Participates in in-service training programs. Checks and records student attendance. Collects and records lunch money. Keeps bulletin boards and other classroom learning displays up to date. Assists with the supervision of the student during lunch periods, assemblies, play periods, and on field trips. Alerts teachers of any problem or special information about the individual student. Maintains the same high level of ethical behavior and confidentiality of information about students and fellow employees as is expected of teacher. Shows initiative in sharing work with other instructional personnel. Maintains classroom student records and folders. Corrects and records student work and reports students progress to the teacher. Listens to individual student read orally. Performs other duties as assigned.

Terms of Employment: Full time, Temporary, 40 hrs per week, 8/P \$20.22 per hour, 190 days/years

Closing Date: August 12, 2019

To be considered for this position, please forward a written request to the Personnel Department prior to the closing date.

