



**Kodiak Island Borough School District
District Wide Services
722 Mill Bay Road
Kodiak, AK 99615**

**PLEASE POST
CLASSIFIED VACANCY
Internal/External**

Date Issued: 9/14/22

Closes: Open until filled

The Kodiak Island Borough School District has the following Vacancy for the 2022-2023 school year:

AIDE II TTL I-C*

Location: Peterson Elementary

Hours: 3 hours per day, 5 days per Week, 9 months per year

Salary: Entry Range 10.5, Step 1: \$17.06 per hour

*This is a Grant-Funded position

Position Summary:

The Aide II works as an assistant to the classroom teacher. Performs duties working with students on a one-to-one and/or group basis who are eligible as designed by the current year grant.

Qualifications:

1. Ability to work well with public, students, staff and parents.
2. Ability to carry out tasks assigned by the teacher/supervisor.
3. High school graduate or equivalent preferred.
4. Operate current office technology as appropriate.
5. Ability to maintain confidentiality of students, staff, school business, materials, and information.
6. Ability to safely, regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.

Responsibilities:

1. Identify eligible students needing assistance by teacher referral and other student performance indicators.
2. May be required to administer formal assessment of students under the supervision of certificated personnel.
3. Attend training sessions and/or workshops.
4. Confer with classroom teachers, counselors and students in formulating educational plans for qualifying students (updates educational plans as required).
5. Document students' involvement and progress in tutoring activities and submit reports as required. Upon completion of tutoring, document the extent of the students' completions of educational plans.
6. Determine, on a regularly scheduled basis, if there are attendance problems. Follow-up to be made with parents, if needed; work with student, counselor, teacher or parent in preparing a plan for improvement.

Application Instructions: All applicants are required to submit a new or updated District application at the <https://www.applitrack.com/kodiakschools/onlineapp/> website.

The Kodiak Island Borough School District is an Equal Opportunity Employer.



7. Maintain regular and timely contact with students, teachers or counselor and documents contact as required.
8. Coordinate book distribution programs as required.
9. Maintain confidentiality of students, staff, school business, materials, and information.
10. Other duties as assigned from time to time.

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