

PLEASE POST

AN AFFIRMATIVE ACTION - EQUAL OPPORTUNITY EMPLOYER

CHUGACH SCHOOL DISTRICT

9312 Vanguard Drive, Suite 100
Anchorage, AK 99507-5355
(907) 522-7400

**POSITION VACANCY
ANNOUNCEMENT**

**Whittier Community School
COMMUNITY EDUCATION PRE-SCHOOL TEACHER / CLASSROOM INSTRUCTIONAL
AIDE**

(School Year 2021-2022)

REPORTS TO: Site Administrator
WORK YEAR & SCHEDULE: School Calendar Year; 7 HRS/DAY
SALARY: 14.00/hr. Base depending on experience. Includes insurance coverage
OPENING DATE: April 30, 2021
CLOSING DATE: Until Filled

JOB DESCRIPTION:

- Under general supervision of the Site Administrator or a Certified Teacher, this person will be responsible for teaching pre-school under the direction of Elementary Teacher, planning and/or performing a variety of classroom oriented teacher assistance, instruction in special programs under the direction of Special Education Teacher, and/or staff support.

EXAMPLE OF DUTIES:

- Teaching responsibilities in a Pre-School classroom setting. Assisting teachers in direct instructional activities. Normally working with small groups or on a one-to-one basis depending on student needs; administers and scores some tests; records scores and may plot pupil profiles; prepares and uses audio-visual materials and equipment; manages room libraries and assists in school library; makes arrangements for care of ill students; participates in inservice training that is available; organizes and carries out instructional and recreational activities; supervises playground activities; supervises students in non-educational situations.

QUALIFICATIONS:

- Strong Knowledge Base of Early Childhood Developmental Learning
- Able to pass federal criminal background check
- Knowledge of the English language.
- Experience working with children of all ages.
- Able to work effectively with others.
- 21 years of age or older.
- High School Diploma or equivalent required.
- Responsible, reliable, and positive.
- Complete and demonstrate proficiency on the ParaPro Test of academic skills

APPLICATION PROCEDURE:

An application may be obtained from, and inquires should be directed to:

**Tim Wieland or Douglas Penn
Whittier Community School
PO Box 638
Whittier, AK 99693
(907)-472-2575**