

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Soldotna, Alaska

NOTICE OF VACANCY
August 13, 2025

2025-26	Grant Funded		
Job Title:	Title I Tutor	Salary:	\$23.86/hr – Negotiations in Progress
Reports To:	Building Administrator	Range:	9
Location:	Port Graham School	Hrs/Day:	5 hrs/day
	Port Graham, Alaska	# Days:	Remainder of Year

JOB PURPOSE: To provide instructional support for identified students based on the school's Title I plan.

Duties, Responsibilities, and Accountabilities:

1. Instruction: Provides instructional support for identified students based on the school's Title I plan. Provides tutorial sessions independently and in collaboration with the classroom teacher(s), according to the student's needs and levels of academic achievement. Develops individual tutorial plans for students as directed and in collaboration with regular educational staff. Will assist the teachers in the preparation of intervention instructional materials.
2. Evaluation: Keeps attendance and a daily log of lessons and activities with each student. Keeps a monthly time and effort report that will be provided as directed to the Federal Programs office.
3. Implementation: Complies with state, federal, and district policies and procedures for the Title I program. Maintains appropriate Title I documentation for the school. Maintains close working relationships with the building administrator, school staff, and community residents.
4. Teamwork: Collaborates with the teaching staff in determining the needs of students. Develops a plan to meet applicable goals for the students and establish learning objectives for each student. Attends student conferences, in-service training programs, and other staff/community meetings as directed. Works cooperatively with school employees, students and visitors. Maintains effective communication with students, parents, and members of the community. Performs other related duties as required or assigned.

Knowledge, Skills, and Abilities:

1. Requires fluency in both oral and written English.
2. Requires an appreciation and respect for other languages and cultures.
3. Requires ability to prepare lessons and instruct students under the direction of the teacher(s) and building administrator.
4. Requires thorough knowledge of all programs and policies relating to the Title I program and the ability to work closely with others to satisfy the program's objective.
5. Requires diligence in keeping an accurate daily log of student data and records.
6. Requires willingness to perform various job-related duties as situations require, a strong sense of teamwork, and the ability to work cooperatively with others.
7. Requires skill in working with students in pull-out, classroom, or distance education models. Requires the ability and willingness to incorporate appropriate technology to support students' progress. Ability to understand and utilize the tools used by students to participate in synchronous and asynchronous courses. Ability to access and navigate various hardware, software, programs, and apps with minimal training. Ability to troubleshoot fundamental problems.

Required Education on file with the KPBSD Human Resources Office in accordance with [4 AAC 04.220](#):

1. High School Diploma or recognized equivalent; and
2. Evidence of the following:
 - a. Official transcripts verifying two years (at least 48 credit hours) of post-secondary education from a regionally or nationally accredited institution; or
 - b. Official transcripts verifying Associate degree or higher from a regionally or nationally accredited institution; or

- c. Official score report with passing scores on the ParaPro assessment; or
- d. Official score report with passing scores on the Higher Education Learning Profile (HELP) assessment; or
- e. Official documentation of passing scores on the Master Teacher, Inc. (Paraeducator) Online Training and Assessments; or
- f. Official documentation of passing scores on the Workplace Documents, Applied Math, and Graphic Literacy WorkKeys assessments; or
- g. Official documentation of passing scores on an [approved Basic Competency Exam](#) under 4 AAC 12.310

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff, and students.

Mathematical Skills: Ability to add, subtract, multiply and divide into all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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. Ability to generalize information from one situation to another and to determine when additional guidance or support is needed.

Other Skills and Abilities: Demonstrated ability to operate computers and related software. Ability to develop effective working relationships with students, staff, and the school 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.

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. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is regularly required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision and fine motor skills to work on computers. The employee must regularly travel to village schools to serve students and participate in meetings or in-services. Reliable transportation is required.

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. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

TO APPLY: Must have a complete application on file.

PLEASE CONTACT: Kenai Peninsula Borough School District
Human Resources
148 N. Binkley
Soldotna, AK 99669

LAST DAY TO APPLY: Until Filled

WE ARE AN EQUAL OPPORTUNITY EMPLOYER