

KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
Soldotna, Alaska

NOTICE OF VACANCY  
October 22, 2025

2025-26	Grant Funded		
Job Title:	Title VI Tutor	Salary:	\$23.86/hr – Negotiations in Progress
Reports To:	Building Administrator and Federal Programs Coordinator	Range:	9
Location:	Nanwalek School	Hrs/Day:	5.5 hrs/day
	Nanwalek, Alaska	# Days:	Remainder of Year

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**JOB PURPOSE:** The Title VI Tutor will provide instructional and programmatic support under Indigenous Education (Title VI) guidelines. The tutor may work directly with regular education teachers to ensure targeted students improve their learning in identified content areas and provide instructional support to individual students and small groups under the Indigenous Education Title VI guidelines. The tutor may collaborate with district and school staff to assist with culturally relevant student programming, family engagement, and related activities that align Title VI goals and district priorities.

**Duties, Responsibilities, and Accountabilities:**

1. **Administration:** Support the Indigenous Education Specialist with Title VI data collection, program impact analysis, and the identification, procurement, tracking, and distribution of program materials and supplies. Assist with coordination of special projects, family engagement events, program communications, and committee meetings; develop and facilitate Native Youth Leadership through regular meetings and community-based projects. Completes paperwork as required by the program. Obtains permission slips for testing and admitting students to the program. Maintains records of lessons and progress of students.
2. **Preparation:** Reviews assessment scores with the teacher, assists in the administration of Pre-Post assessment in areas of identified need, and assesses students' academic progress under the direction of the classroom teacher. Under the direction of the building principal and teacher, prepares a class schedule, organizes materials for students, and plans for delivery of services.
3. **Communications:** Attends staff meetings and in-service meetings, and Advisory Council meetings as requested. Confers often with teachers regarding the teacher's prescription for the child and the child's progress. Confers with the child's parent about the program and the specific objectives for the child.
4. **Instruction:** Meets with small groups of students or individuals under the direction of classroom teachers. Assists in the administration of criterion referenced tests as necessary. Uses materials to work with students that match the district philosophy and blend with the style of the teacher.
5. **Teamwork:** Performs other related duties as required or assigned. Works cooperatively with school employees, students, and visitors.

**Knowledge, Skills, and Abilities:**

1. Requires ability to understand test scores, understand teacher prescription for student, and understand how to put materials together for students to deliver the lesson.
2. Requires good oral and written communication skills, and ability to synthesize the information gathered from parents, teachers and children for improving each child's program.
3. Requires skill in working with children in a classroom model, ability to work well with children, and knowledge of good teaching practices.
4. Requires excellent organizational/leadership skills, knowledge of reporting requirements and paperwork, and knowledge of, and sensitivity to Alaska Native cultures.
5. Requires willingness to perform various job-related duties as situations require a strong sense of teamwork, and ability to work cooperatively with others. Must be willing to work in an after-school program.

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 in 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; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or 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 is required regularly to travel to village schools to serve students and to 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 North Binkley  
Soldotna, AK 99669

**LAST DAY TO APPLY:** Until Filled

**\*WE ARE AN EQUAL OPPORTUNITY EMPLOYER\***