

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Soldotna, Alaska

NOTICE OF VACANCY
November 10, 2025

2025-26

Job Title:	Special Education Preschool Aide	Salary:	\$22.22/hr – Negotiations in Progress
Reports To:	Building Administrator	Range:	7
Location:	Soldotna Elementary School	Hrs/Day	7 hrs/day
	Soldotna, Alaska	# Days:	184

JOB PURPOSE: To assist teachers in instructing and supervising Special Education preschool students.

Duties, Responsibilities, and Accountabilities:

1. **Instructions:** Provides assistance to teachers in instructing children, following prepared lesson plans, administering tests, and preparing instructional materials. Will assist in instructing students in life skills, early learning skills, social skills, and functional skills, including hygiene and self-help skills. Will follow prescribed behavior intervention plans.
2. **Supervision:** Assists teachers in supervising other activities, such as lunches, field trips, community outings, and the arrival and departure of pupils. It will require assisting students with health maintenance and health issues. Must be willing and able to assist students with multiple handicapping conditions necessitating feeding, toileting, diapering, and first aid. This includes lifting and physically assisting students.
3. **Administration:** Assists in maintaining attendance and other records, preparing and submitting reports, and maintaining discipline and order in the classroom. Maintains notes and records as directed.
4. **Teamwork:** Performs other related duties as required or assigned. Works cooperatively with employees, students, and visitors. Follows direction of special education teacher.

Knowledge, Skills, and Abilities:

1. Requires knowledge of instructional technique, ability to work with Special Education children, and skill in preparing and presenting lessons. Requires the ability to collect data on student performance daily.
2. Requires willingness to implement positive behavior techniques with children exhibiting challenging, disruptive, and aggressive behaviors.
3. Requires patience, willingness, and skill in supervising children under various circumstances.
4. Requires ability to keep accurate records, prepare numerical and written reports, and pay attention to detail.
5. Requires willingness to perform various job-related duties as situations require, a strong sense of teamwork, and the ability to work cooperatively with others.
6. Lifting involved: Must be able to lift + 50 #s or more.

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 Skill: 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.

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 represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is almost continuously required to sit, stand, walk, crouch, and talk or hear and operate equipment. The employee is regularly required to reach with hands and continuously will repeat the same hand, arm, or finger motion many times as in typing. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and or move +50 pounds. Requires ability to physically assist and support students with limited mobility during activities of daily living, including for personal care needs. Ability to non-verbally de-escalate students who are having behavioral crises, implement Positive Behavioral Intervention Plans, and work closely with supervising teachers. Ability to respond in a manner that protects student and staff safety during physical outbursts by students. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

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 they 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