

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Soldotna, Alaska

NOTICE OF VACANCY
June 3, 2026

2026-27

Job Title:	Instructional Aide	Salary:	\$20.15/hr – Negotiations in Progress
Reports To:	Building Administrator	Range:	4
Location:	Soldotna Montessori Charter School	Hrs/Day:	7 hrs/day
	Soldotna, Alaska	# Days:	184

JOB PURPOSE: To actively support the instructional process by assisting students in enhancing their reading, writing, and math skills within the classroom.

Duties, Responsibilities, and Accountabilities:

1. **Instruction:** Under the guidance of a teacher, provide direct assistance to students enrolled in the program.
2. **Academic Support:** Collaborate with students, offering aid in math, reading, and other subject areas. Work closely with assigned teachers to assign and assess student work.
3. **Core Content Focus:** Engage with students to reinforce understanding and progress in core content subjects.
4. **Team Collaboration:** Foster a cooperative and collaborative environment, working closely with assigned teachers.
5. **Documentation and Progress Monitoring:** Maintain meticulous paperwork, record-keeping, and progress monitoring to accurately reflect student growth.
6. **Additional Responsibilities:** Be open to performing other related duties as required or assigned, while fostering positive interactions with school staff, students, and visitors.

Knowledge, Skills, and Abilities:

1. Proficient in language arts and math instruction, especially in intervention methodologies.
2. Embrace the school's philosophy by actively encouraging and supporting students through positive reinforcement.
3. Display a strong sense of teamwork and adaptability to effectively work cooperatively with others.
4. Skillful in conducting engaging tutorial sessions and utilizing various media to aid student learning.
5. Demonstrate meticulous record-keeping abilities to track student progress effectively.
6. Exhibit flexibility and adeptness in working with diverse individuals.

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 regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; stoop, kneel, crouch, or crawl. The employee must occasionally lift and move up to 50 pounds, such as testing material. Specific vision abilities required by this job include close vision.

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.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER