



North Slope Borough School District

Vacancy Information

Location/Site: Tikigaq School - Point Hope, Alaska

Posted Date: November 14, 2025

Closing Date: Until Filled

This position may be required to complete a pre-employment physical examination and drug screening.

Job Description Information

Position:	Intensive Special Education Paraprofessional		
Reports to:	Teacher/Principal	Supervisory:	No
Classification:	Classified	Safety	No
		Sensitive:	
Work Year:	School Term	FLSA	No
		Exempt:	
Range:	14 – Not H.Q. (Not Highly Qualified)	Grade	\$25.79 - \$39.73
	15 – H.Q. (Highly Qualified)	Minimum:	(DOE)

Revised 11/25

Summary or Purpose

Special Education Paraprofessionals will work with Special Education Teachers to provide students with special needs with a free and appropriate public education.

Minimum Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Graduate from high school or general education degree required.

Applicant must have met one of the following three requirements:

- Obtained an Associate's Degree (or higher) at a regionally accredited institution of higher education; or
- Completed at least two years, or 48 semester hours or equivalent, of study at regionally accredited institution of higher education; or
- Passed the Paraprofessional Assessment Test (PAT).

Note: If degree awarded from a foreign university, applicant must obtain a foreign transcript evaluation. Please contact the Human Resource Department for information.

Language Skills and Abilities

Communicate effectively in the English language.

Present information and respond in a clear and understandable manner to questions from supervisor, staff, students, and public.

Read and interpret procedures, policies and regulations, such as safety rules, operating and maintenance instructions, and procedure manuals.

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Write routine reports and correspondence.

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Preference

Inupiaq speaking and cultural experience preferred.

Mathematical Skills:

Add, subtract, multiply, and divide.

Perform these operations, using units of American money and weight measurement, volume, and distance.

Reasoning Ability:

Solve practical problems and deal with a variety of non-standard situations.

Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations:

This position requires six hours of special education training annually.

Other Skills and Abilities:

Work with children with disabilities.

Present a lesson.

Experience in the use of office machines

Lift 70 pounds.

Essential Duties and Responsibilities

Assist intensive level multiple disability students during the school day.

Assist assigned students in physical tasks and personal hygiene, including feeding and toileting.

Assist teachers in instructional supportive services.

Instruct small-groups.

Tutor student one-on-one.

Assist in classroom management.

Conduct parent involvement activities.

Provide instructional support in the library, media center, and computer lab as needed.

Supervision of student on morning and afternoon buses, in the gym, hallways, etc as assigned.

Communicate effectively with student, staff, agencies, and community members.

Assist student with studies, tutor student and monitor student progress.

Prepare instructional material and supplies for the use by student.

Accompany student to whom assigned when trips are necessary.

Report accidents, assault destruction of property, and abusive behavior immediately.

Operate all classroom and office equipment.

Adhere to all District policies and regulations.

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Perform such other tasks and assume other responsibilities as the supervisor may assign.

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INTENSIVE SPECIAL EDUCATION PARAPROFESSIONAL

NOTE: Special Education Paraprofessionals work with students who have met the eligibility criteria for intensive level funding as set forth by the Department of Education and Early Development. This “intensive” level of funding is determined annually. Because the Special Education Paraprofessional position is tied directly to specific students, funding for the position may be discontinued when students leave the school or the District. When an intensive level disability student moves to another school within our District, the special education paraprofessional may be reassigned to follow the student. The Special Education Paraprofessional may also be assigned to another school with intensive needs students or reclassified and assigned to another position if a position is available. If no positions are available for which the Special Education Paraprofessional is qualified, then the Special Education Paraprofessional may be laid off.

Please initial: _____

Physical Requirements

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. 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; stand; walk; use hands to finger, handle, or feel objects, tools, controls; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and talk and hear. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Environmental Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

This job description is not an employment agreement between the North Slope Borough School District and the employee; and is subject to change by the District as the needs of the District and requirements of the job change.