



Part Time Teacher's Assistant - Job Requisition

This position is part of the Back on Track initiative, which provides academic and social supports to at-risk high school students who are not on track to graduate on time. Key partners are the Anchorage School District, Covenant House Alaska, and United Way of Anchorage.

This position will be contracted by United Way with oversight by an Anchorage School District teacher. This role will support teachers and students in the evening classroom at Covenant House and summer school at East High School for the following schedule

- Through May 21: 4:00-7:00 p.m. Mondays through Thursdays
- May 28: 3:00-7:00 p.m.
- May 29 & 30: 9:00 a.m.-5:00 p.m.
- May 31: 7:30 a.m.-5:00 p.m.
- June 3 through 27: 8:00 a.m.-5:00 p.m. Mondays through Thursdays and 8:00 a.m.-4:00 p.m. Fridays

The following are required:

1. A high school diploma or equivalent
2. Ability to work with high school students who are off track for graduating in four years and/or have dropped out of traditional high school settings
3. Ability to effectively present information to staff, parents, students, administrators
4. Ability to effectively explain policies, regulations, and procedures
5. Experience in typing and general clerical work
6. Cannot be an Anchorage School District employee in any status due to grant requirement limitations, including full-time or part-time employees, substitute teachers or ASD contractors
7. Must have a valid Alaska driver's license and access to reliable transportation

The following are preferred:

1. College degree
2. Tutoring experience
3. Skilled in higher math including geometry and algebra, as well as the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
4. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs
5. Knowledge of office procedures, practices, systems, and equipment

Essential Job Functions

1. Prepares class materials at direction of the teacher
2. Sets up class projects using guidelines established by the teacher
3. Handles routine reports needed to complete informational requirements
4. Records grades as assigned by the teacher
5. Checks attendance for assigned classes and assists with discipline for students as required



6. Aids pupils to carry out routine practice exercises assigned by the teacher
7. Assists with assembling and putting materials on display
8. Assists with student supervision
9. Checks objective tests and marks errors, but does not determine final grades
10. Types letters, requisitions, inventories, cards, bulletins, bills, reports, ledgers, stencils, transcripts, tests, notices, and other administrative teacher and student materials
11. Maintains student and teacher files
12. Values diversity, promotes respect, and maintains standards of confidentiality

Physical Demands: While performing duties of the job, the contractor is regularly required to sit, talk, and/or hear. The contractor is frequently required to use finger and hand motion and occasionally is required to stand, walk, and reach with hands and arms. The contractor must frequently lift and/or move objects up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.

The physical demands described here are representative of those that must be met by a contractor to successfully perform the essential functions of this job. Reasonable job accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary: \$15 – 18/hour DOE. Must pass a background check.

Please email cover letter and resume to Catherine Curtis at ccurtis@ak.org.