



Contract Part-Time Teacher 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 of Anchorage with oversight by an Anchorage School District teacher. This role will support teachers and students between 3:30 – 8:00pm Monday through Thursday, with potential additional hours. The position will start immediately upon hire and work through May 21, 2021. The position will begin working to facilitate online learning with teacher(s). Depending on the ASD and Covenant House statuses, the position may also include in-person learning with safety protocols in place. Due to grant funding restrictions, the successful candidate cannot be an employee of Anchorage School District in any status, including full-time or part-time employees, substitute teachers or ASD contractors.

The following are required:

1. A high school diploma or equivalent
2. Ability to work proactively and independently to engage 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
8. Must follow all safety procedures in place by ASD, including wearing mask and safe distancing.

The following are preferred:

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

Essential Job Functions

1. Prepare class materials at direction of the teacher
2. Set up class projects using guidelines established by the teacher
3. Handle routine reports needed to complete informational requirements



4. Record grades as assigned by the teacher
5. Check attendance for assigned classes and assist with discipline for students as required
6. Aid pupils to carry out routine practice exercises assigned by the teacher
7. Assist with assembling and delivering materials
8. Assist with student supervision
9. Check objective tests and mark errors (position does not determine final grades)
10. Type letters, requisitions, inventories, cards, bulletins, bills, reports, ledgers, stencils, transcripts, tests, notices, and other administrative teacher and student materials
11. Maintain student and teacher files
12. Value diversity, promote respect, and maintain 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 before beginning employment.

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