

**OUT OF DISTRICT POSITION ADVERTISEMENT: CLASSIFIED**

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**Position** **NON-INSTRUCTION AIDE (DAYTIME DORM/DO SUPPORT AIDE)**

**Department / Site** **KLA READY PROGRAM & LKSD DO**

**Qualifications**

High school diploma or equivalent required.  
Ability to live and work in a cross-cultural, rural Alaskan environment.  
Must pass a criminal background check.

Demonstrated successful experience working with high school students preferred.  
Bilingual in Yup'ik and English preferred. Valid Alaska Drivers License required. Current First Aid and CPR required (training provided, if don't have). Ability to pass a criminal background check, including submitting fingerprints to DHSS. Applicants may not possess or use tobacco/alcohol/drugs while in the dorms. As per district policy: All LKSD facilities are tobacco, alcohol and drug free, including dorms. Ability to carry out successfully the duties described below.

**Job Description:\***

Refers and escorts sick students to YKHC/Bethel Family Clinic. Supervises students during appointments, when sick in the dorm, at the airport, etc. In case a student needs to stay in the dorm due to illness, the student is not left unsupervised. Transports student(s) to/from appointments, sports events, airport, etc. Performs clerical duties, such as filing, photocopying, light typing and data entry, etc. Checks and records student attendance at the dorm. Keeps bulletin boards and displays up to date at the dorm and the Ready Academy office. Alerts Ready Academy staff of any problem or special information about the individual student. Administers medication as needed. Supervises students in their performance of dorm chores (e.g. Friday 3pm-5pm). Supports other Ready Academy programs as assigned. Maintains a sense of responsibility and positive attitude toward students and fellow employees. Performs other duties as assigned.

**Terms of Employment** Permanent, 40 hours/week, 180 days/year

**Salary**

Range 8P \$20.22/hour

**Closing Date** **Open Until Filled**

Applications may be requested from: LKSD/Personnel Department, PO Box 305, Bethel, Ak 99559 (907) 543-4886 and FAX (907) 543-4900. Download an Application at [www.lksd.org](http://www.lksd.org). The Lower Kuskokwim School District is an EEO, Affirmative Action Employer.

**If you are applying for a position that requires typing skills, we must have a typing test on file before 3:00pm on the closing date.**