Teacher Aide

Position Type:
Substitute/Temporary OR Less than 15hrs/wk

Date Posted:
8/2/2019

Location:
Arctic Light Elementary School

Date Available:
August 19, 2019

Closing Date:
08/08/2019

Note: Unless otherwise stated, all vacancies with a specific closing date close at 9:00 PM Alaska time.

This is an ongoing recruitment. After an application is submitted, the principal will contact applicants for interviews on an as needed basis. If selected as the top candidate by the principal, please follow these steps:

1. Complete an online employment application.
2. Provide at least three professional references, two of which must be from current or previous supervisors. Please provide valid email addresses for your references, as they will be sent the reference form via email. We do not accept family members or friends as references. As soon as you submit your application, a reference form is sent via email from mailbot@applitrack.com.
3. You are responsible for monitoring the return of completed reference surveys. To do so, log into your AppliTrack account and click on the references section. References that are listed as "Incomplete" have not been returned and may require additional follow up from you. Add more references as needed.
4. Go to the link below and fill out the google form to sign up for online orientation.
   - Sub/Temp Online Orientation Sign Up Form
5. Once human resources has verified that your references have been returned, you will be sent two emails:
   - First email: New hire paperwork, your login information to Canvas, HR processing schedule and information on next steps.
   - Second email: An electronic background check, to be completed as soon as possible.
6. Using the login info emailed to you, sign into Canvas, complete the courses on your dashboard and print out the certificate at the end of each training as proof of completion.
   (Please note: Trainings are customized to your login and the courses on your dashboard are the only ones you need to complete.)
7. Once all courses and paperwork are complete, please bring the following to human resources during the processing times specified in the first email:
   - certificates of completion
   - completed new hire paperwork
   - cash, check, or money order in the amount of $48.25 for fingerprints

*Applicants must complete orientation and be approved by human resources prior to working.

This position will assist at risk students needing social/ emotional support for social skills development and successful recess with peers.

Applicants must have 48 hours of college credit, an Associates degree or higher OR have passed a paraprofessional assessment.

In order to be considered for this position applicants must attach transcripts or a certificate/diploma verifying their eligibility.
Hourly Rate: $15.00 per hour - There are no benefits associated with this position.
Work Week: less than 15 hours
Work year: every student contact day

Apply online at [www.k12northstar.org](http://www.k12northstar.org).
FMLA regulations require all employers to post the updated FMLA notice.

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