

**Public Charter School**

*Ma ka hana ka ‘ike* ***Knowledge is gained by doing***

**Employment Opportunities**

**How to Apply:** E-mail resume and letter of interest to kkahalewai@hakipuu.org

**Employment Opportunities SY 2021-2022 & SY 2022 - 2023:**

* EDUCATIONAL ASSISTANT (EA)
* RESOURCE SPECIALIST – Mo’omona Program

Hakipuʻu Academy PCS seeks the following position(s):

**Educational Assistant (EA), Resource Specialist – Mo’omona**

* Engages in lifelong learning within Progressive Education.
* Education assistant teaches under the direction of a full-time teacher.
* Helps to develop curriculum, assessment, and instruction.
* Helps to seek out experts in the field.
* Always look for ways to collaborate with other areas of instruction.
* Assist in striving to meet all learning outcomes.
* Participates in all school oli and traditions.
* Attends Early College Classes and assists students one-on-one in class and monitors behavior, takes attendance and ensures students get to and return back from class.
* Must pass all requirement of being Van/School Bus certified.
* Attends Graduation.
* Wears appropriate attire.
* Is versed in student discipline and redirection.
* Helps to support student work/Alapi‘i projects.
* Helps to monitor individual student progress.
* All members of the HĀ community MUST strive to model the highest levels of professionalism rooted in punctuality, communication, honesty, appearance, and respect -- in and out of school.

**Education, Experience and Qualifications:**

Qualifications

* Successful completion of the ParaPro Assessment provided b the Education Testing Service (ETS), or
* 48 semester credits earned for the degree for courses that are baccalaureate level. 3 of which must have been for math and English courses

Desired Experience

* Knowledge/experience with on-line learning environments, especially Google classroom and Google Suites
* Perform essential duties and responsibilities of the position effectively and safely.

Benefits:

· We are a State of Hawaii entity and all state benefits apply:

· EUTF – Employers Union Trust Fund (medical)

· ERS – Early Retirement System (retirement)

· State/Federal Holidays

· Personal/Sick Leave

Knowledge of Hawaii State Standards; student/classroom management techniques; common academic, social, behavioral and developmental problems of students.  Ability to implement effective classroom management and student care methods and techniques; speak and work effectively with students, teachers, parents and community members; assess students' progress and modify learning activities and methods as necessary.

Desired competencies include self-motivation; enthusiasm; collaboration; high work standards; critical thinking; creativity; flexibility; and initiative.

Must be ethical and honest.  Must have excellent interpersonal, organizational, time management, follow-through, and oral and written communication skills. Must be extremely flexible and able to work independently.

Must be knowledgeable and comfortable working with technology and software programs and be able to acquire additional skills for use of software, databases or other information systems as necessary.

Must be able to meet professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating resources in an effective and timely manner, and demonstrating respect for others.  Must be able to successfully analyze information, manage complexity, report results, enter data, and observe school and district policies as well as state and federal laws with attention to detail, confidentiality, and thoroughness.  Must accept responsibility and be self-motivated.  Must maintain a high level of confidentiality with regard to employees, students and parents and work effectively with school staff, district personnel, and the general public.

**Application Deadline:**

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