



Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

Haku 'ia 31717

Kūlana (Position): Kāko'o Kumu Kula Kamali'i (*Preschool Educational Assistant III*)

10-month position, HGEA Bargaining Unit 3

Uku (Salary): Commensurate with HGEA DOE Salary Schedule for Educational Assistants

School Year 2017-2018

Position Summary

Assist the classroom teacher as well as students with specialized daily classroom instruction, assignments, and activities, to help organize upcoming events and by providing other services in support of the classroom through the Hawaiian language and culture

Minimum Qualifications

- Fluent in Hawaiian language
- Experience in working in an immersion preschool for at least 1 year
- Must be First Aid/CPR certified
- Understanding of and commitment to the Hawaiian language immersion philosophy

Educational Assistants must meet one of the requirements listed below as part of the "No Child Left Behind (NCLB) Act for highly qualified paraprofessional requirements.

- Forty-eight (48) semester credits, baccalaureate level courses, from an accredited institution of higher education (3 credits must be in Math and 3 in English) –OR-
- Associates in Arts (AA) or Science (AS) or Bachelor's degree from an accredited institution –OR-
- Successful completion of the Paraprofessional Assessment test with a minimum score of 459

Desirable Qualifications

- Experience in working in a DOE or Public Charter School
- Experience in working with elementary-aged children
- Ability to communicate effectively with teachers, students, and staff verbally and in writing
- Reliability in attendance, punctuality, and follow-through

Supervision

Member of the Instructional team, under the supervision of the Po'okumu with direction from their assigned kumu

Essential Functions

- Provide support services to teacher by performing a variety of academic and non-academic instructional tasks
- Assist and supervise students in all subject areas that are needed

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222 Desha Ave. / Hilo, Hawai'i 96720-4815 • Kelepona Phone 808.961.0470 / Kelepa'i Fax 808.933.0975



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- Computer work in the classroom, if applicable
- Assisting teachers with the daily interaction, assignments and projects in all subject areas with students (may also include attending field trips with students); includes assisting to instruct teacher's curriculum with smaller groups of children
- Utilize general office machines for daily assignments
- Maintaining, translating and gathering materials for class assignments, as requested by kumu
- Lunch, recess, and afterschool supervision
- After school tutoring, if needed
- Cleaning and sanitizing of students area and equipment (wiping tables, cleaning toys, etc.)
- Manage the class while teacher is out of the classroom (but on campus)
- Attend Professional Development classes & trainings
- Attend school meetings, when required by Po'okumu
- Other related duties as assigned

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Inā hoihoi kekahi e noi hana, e ho'ouna mai i kāu leka hoihoi, ka mo'omō'ali hana a 'elua (2) leka kāko'o. 'O ka lā palena pau ka lā **26 Mei 2017**.

*If you are interested in applying, send in your letter of interest, resume, and two (2) letters of support. The deadline to apply is **26 May 2017**.*

Hiki ke leka uila mai *You can email:* HR@kaumeke.net

Kelepa'i *fax:* (808) 933-0975

Leka mai *mail:* 1500 Kalaniana'ole Ave., Hilo, HI 96720

Kelepona: (808) 961-0470

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