

Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

Haku 'ia 4/17/17

Kūlana (Position): Kumu Pani Hakahaka (*Substitute Teacher*)

Uku (Salary): Salary to commensurate with current substitute rates as determined by the Hawai'i State Department of Education

Position Summary

To implement the daily instructional plans of the classroom teacher in their absence; Maintain a class environment favorable to learning and personal growth; to establish effective rapport with students while maintaining proper classroom management

Minimum Qualifications

- Completion of the Substitute Teacher Course provided by the Department of Education
- Bachelor's degree or higher from an accredited college
- Proficiency in Hawaiian language
- Ability to communicate effectively with teachers, staff and students, verbally and in writing
- Ability to read and interpret instructional plans

High priority/preference will be given to applicants who are able to 'ōlelo Hawai'i. Substitute must be able to communicate with haumāna at all levels.

Desired Qualifications

- Experience working in a DOE/Charter School
- Experience working with children, grades K-12
- Understanding of and commitment to Hawaiian language immersion philosophy
- Must be self-motivated and able to work with little to minimal instruction
- Reliability in attendance, punctuality and follow-through

Supervision

Under the direct supervision of the Po'okumu

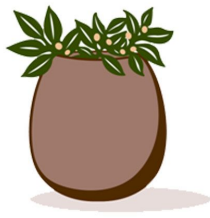
Essential Functions

- Meets and instructs assigned classes in the locations and at the times designated
- Implements the instructional plans prepared by the teacher. When hired for long-term placement, creates instructional plans in accordance with school curriculum
- Maintains a classroom that is conducive to learning
- Maintains reasonable rules of conduct which encourage self-discipline and responsibility
- Implements a variety of instructional techniques and instructional media as

I Ulu i ke Kuamo'o ~ I Mana i ka 'Ōiwi ~ I Kā'eo no ka Hanauna Hou!

Inspired by Our Past ~ Empowered by Our Identity ~ Prepared for Our Future!

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



Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

- required in the instructional plans for the day
- Acquaints self with and adheres to the policies and procedures as established by the school
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Communicates with effectively with parents when needed
- Maintains professional appearance
- 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. 'Imi mau mākou i ke kumu pani hakahaka no laila e noi mai inā hoihoi. *If you are interested in applying, send in your letter of interest, resume, and two (2) letters of support. We are continuously looking for substitute teachers, so please inquire if you are interested.*

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 ext. 225

I Ulu i ke Kuamo'o ~ I Mana i ka 'Ōiwi ~ I Kā'eo no ka Hanauna Hou!

Inspired by Our Past ~ Empowered by Our Identity ~ Prepared for Our Future!

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