

Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

Haku 'ia 491923

Kūlana (Position): Kāko‘o Kumu (*Educational Assistant*)

10-month position, HGEA Bargaining Unit 3

Uku (Salary): Annual: Pay to commensurate with bargaining unit salary schedule

Makahiki Kula 2023-2024

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

Desirable Qualifications

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

Educational Assistants should 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 Bachelors degree from an accredited institution –OR-
- Successful completion of the Paraprofessional Assessment test with a minimum score of 459

Supervision

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

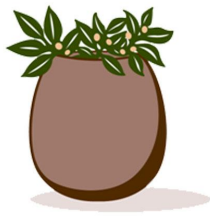
Essential Functions

- 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

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!

1500 Kalaniana‘ole Ave. Hilo, Hawai‘i 96720 • Kelepona Phone 808.961.0470 Kelepa‘i Fax 808.238.5857



Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

- 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 after school supervision
- After school tutoring, if needed
- Cleaning and sanitizing of students area and equipment (wiping tables, cleaning toys, etc.)
- Manage the class while the teacher is out of the classroom
- Attend Professional Development classes & trainings
- Attend school meetings, when required by Po'okumu
- Other related duties as assigned

Working Conditions: Indoors with/without air conditioning; Outdoors- all types of weather conditions

Hours: 7:00a-3:30p; w/ 1/2 hour lunch, Monday-Friday

Equipment Use: General office equipment- computer, copier/fax machine, phone

Physical, Mental and Communication Demands:

- Requires carrying, lifting and pushing (i.e. boxes, bags, etc.) more than 5 lbs, less than 20 lbs and reaching at various levels (at waist and below, to shoulder level and overhead)
- Requires considerable sitting, walking and standing for long periods of time in and out of the classroom
- Requires working under pressure to meet deadlines for the office staff; Use of judgment or discretion
- Requires working with different personalities
- Requires basic reading, writing, math and problem solving skills in both English and Hawaiian languages
- Requires basic verbal communication in both English and Hawaiian languages

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 **19 Mei 2023**.

If you are interested in applying, send in your letter of interest, resume, and two (2)

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!

1500 Kalaniana'ole Ave. Hilo, Hawai'i 96720 • Kelepona Phone 808.961.0470 Kelepa'i Fax 808.238.5857



Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

*letters of support. The deadline to apply is **May 19, 2023.***

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

Kelepa'i *fax:* (808) 238-5857

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

Kelepona: (808) 961-0470

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!

1500 Kalaniana'ole Ave. Hilo, Hawai'i 96720 • Kelepona *Phone* 808.961.0470 *Kelepa'i Fax* 808.238.5857