

# Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

*Haku hou 'ia 42324*

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

10-month position, HGEA Bargaining Unit 3

**Uku (*Salary*):** Salary to commensurate with HGEA BU 03 Salary Schedule for Educational Assistants

**Makahiki Kula 2024-2025**

## **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
- 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 Bachelors 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 children, grades K-12
- Ability to communicate effectively with teachers, students, and staff verbally and in writing
- Reliability in attendance, punctuality, and follow-through

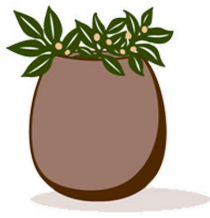
## **Supervision**

Member of the Instructional team, under the direct supervision of their assigned kumu(s)/Po‘okumu

**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 St. 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

## **Essential Functions**

- Provide support services to teacher by performing a variety of academic and non-academic instructional tasks
- Assist and supervise students in subject areas that are needed
- Computer work in the classroom
- Assisting teachers with the daily interaction, assignments and projects in all subject areas with students (may also include attending field trips with students, when necessary); includes assisting to instruct teacher's curriculum
- Utilize general office machines for daily assignments
- Maintaining, translating and gathering materials for class assignments, as requested by kumu
- Lunch, recess, and detention supervision
- After school tutoring
- 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:** 7:30a-3:30p; w/ 1/2 hour paid lunch, Monday-Friday \*change in work schedule may be discussed and must be approved by Po'okumu

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

## **Physical, Mental and Communication Demands:**

- Requires carrying, lifting and pushing (i.e. boxes, bags, etc.) more than 10 lbs, less than 25 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.*

**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 St. 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

Inā hoihoi i kekahi kūlana, e ho'ohana i ke kīwiki no ke noi a i 'ole e ho'oka'a'ike aku iā [HR@kaumeke.net](mailto:HR@kaumeke.net) a i 'ole e kelepona iā (808) 961-0470. *If you are interested in a position, to request an application use the QR code or contact [HR@kaumeke.net](mailto:HR@kaumeke.net) or call (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 St. Hilo, Hawai'i 96720 • Kelepona Phone 808.961.0470 Kelepa'i Fax 808.238.5857