



# Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

Haku 'ia 42324

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

Kula Kamali'i a i ka Papa 12 (*Preschool-Grade 12*)

**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 \*Please check the [DOE page](#) for information regarding the different substitute certification courses available.
- 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. Substitutes 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

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1500 Kalaniana'ole Ave. Hilo, Hawai'i 96720 Kelepona Phone 808.961.0470 Kelepa'i Fax 808238.5857



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- responsibility
- Implements a variety of instructional techniques and instructional media as 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 i kēia kūlana, e ho'ohana i ke QR code 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.*



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