



*A Path to Excellence in Learning and in Life*

www.kaohaoschool.org

140 Alala Road, Kailua, HI 96734

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**VACANCY ANNOUNCEMENT  
SCHOOL COUNSELOR  
2019-2020 School Year\***

\*The position is to fulfill the 2019-20 School Year with the possibility of renewal.

**Background Information:**

Ka'ohao Public Charter School believes that we must teach to the whole child. In addition to the core academic subject areas, our students have the privilege of also engaging in art, physical education, technology, library, music and papa 'ike Hawai'i as part of their Ka'ohao School experience.

**Our Current Counseling Program:**

The Counseling Program at Ka'ohao School reaches ALL students through monthly guidance classes, open lunch groups, Lunch Bunch groups, Circle of Friends social skills groups, Career Day, Kindness Club and The Great Kindness Challenge.

**SPED:** The counselor reaches a limited number of students who may have an IEP, or Individual Education Program, who require social or emotional counseling on a weekly basis.

**BSPs:** There are also a limited number of students who have Behavior Support Plans that are created by the counselor and shared with the teachers, specials, EAs, and SPED teachers to help support positive behaviors in the classroom.

**504s:** Another area that the counselor is responsible for is overseeing the 504 students. These are students who require classroom accommodations for a variety of reasons, usually health related, that do NOT require academic assistance, yet these students still benefit from classroom and school accommodations. The reason for a 504 might include, but is not limited to, ADHD, ADD, life threatening allergies, or diabetes. Students need to have a medical diagnosis to qualify for these services.

**Requirements:**

- Certificated teacher, licensed in the State of Hawai'i, full credentials (BA, BS or MA required), HQ preferred.
- Elementary counseling experience (minimum 2 successful years)

**Responsibilities:**

*Students*

- Meet the needs of all students with patience and understanding
- Engage and communicate with individual children during the activities and routines
- Compassionate towards all students
- Ability to show empathy towards all students

*Parents*

- Positive and timely communication with families

- Open to parent and community involvement
- View parents as partners in education

*Teacher*

- Collegial toward and collaborative with all staff members
- Open-minded to new programs and a willingness to share ideas
- Show knowledge and understanding of research-based best practices
- Plan and implement a developmentally appropriate curriculum using appropriate materials and methods
- Effective use of positive behavior and classroom management
- Embrace a variety of tools used in and out of the classroom

**Process:**

1. Submit ALL necessary materials to [clewis@kaohaoschool.org](mailto:clewis@kaohaoschool.org) by **3:00pm on Thursday, February 21, 2019**

- Cover letter
- Résumé or Curriculum Vitae
- Essay Assignment – In two pages **MAXIMUM**, please respond to the following prompts:
  - 1. What is your educational philosophy and how will it benefit Ka'ōhāo School?
  - 2. What do you believe are the five most important characteristics of a highly effective educator?
- Three letters of reference
- *Optional* – A video of a sample lesson

2. Only candidates with **complete applications (see above)** will be screened by the interview committee (School Director, School Staff, and/or Parent, Community Member).

3. Selected candidates will be contacted by a committee member to schedule an interview at the school site the week of **February 25, 2019 or March 4, 2019**. (Phone or Video option available.)

4. Finalists may be asked to teach a model lesson at the school, exact date to be arranged.

5. Final candidate will be announced by the week of **March 11, 2019**.

6. Start date will be **Monday, July 29, 2019** (one day prior to DOE schools).