

**VACANCY ANNOUNCEMENT
EDUCATIONAL ASSISTANT (1 POSITION)
KINDERGARTEN
CONTRACT IS FOR SY 2019-2020 ONLY, BUT MAY BE EXTENDED**

Ka'ōhao 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 Hawaiian studies as part of their Ka'ōhao School experience. We currently have an opening for an Educational Assistant I, II, or III that will help us to further this mission.

Educational Assistants work a ten-month work schedule and will be paid over a twelve-month period. An additional School Year Differential (4.4%) will be added to the monthly salary for all ten-month positions, contingent upon funding. Educational Assistants are eligible for benefits as employees of the State of Hawaii and as negotiated by HGEA BU03.

How to Apply:

Please **submit a resume, cover letter (including why you are interested in this position), and contact information for 3 references** (see below) by 3pm **Friday, September 13, 2019**. Please email all materials to clewis@kaohaoschool.org. Incomplete applications will not be considered.

Job Description:

Instructional Process:

- Works with the teacher in planning and implementing a program of instruction that adheres to the school's philosophy, goals and objectives.
- Works with the teacher in making purposeful and appropriate lesson plans that provide for effective teaching strategies and maximize time on task.
- Works with the teacher in planning and implementing a program of study designed to meet individual needs of students and works with the teacher in recognizing learning problems.
- Works with the teacher in creating a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.
- Works with the teacher to encourage student enthusiasm for the learning process and the development of good study habits.
- Lead small group discussions and work with students in small groups.
- Uses effective oral and written expression.
- Works with the teacher in recognizing learning problems.
- As needed, attend Specials classes with students to assist Specials teachers.

Classroom Management:

- Enforces school guidelines and ensures the rules of the classroom are being met.
- Works with the teacher in taking necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Shares responsibility during the school day for the supervision of students in all areas of the school.

Supervision Duties:

- Performs Yard Supervision duty as assigned, before or after school.
- Monitors student behavior on the school playground and in the school lunchroom.
- Observes student activities and remains alert for potentially unsafe situations to prevent accidents and/or injuries.
- Lead Study Hall after school, in the classroom, three days a week.

Student Evaluation

- Works with the teacher in evaluating accomplishments of students on a regular basis using multiple assessment methods, including both the classroom teacher and the Special Education team.
- Works with the teacher in making appropriate adjustments in the instructional program and as required.
- Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.

Administrative

- Assists with the preparation and maintenance of the learning environment by maintaining equipment, materials and resources for use in classes, displays and demonstrations, and assisting the teacher with clean and safe storage of items after classes and activities.
- Assists with planning field trips, including: securing school buses, preparation of forms and collection of money.
- Assists with the management of resources by maintaining and updating inventory lists, monitoring stock levels.
- Maintain computer files and paper files, learn to use and assist others in using computer equipment, programs, and computer/paper files; write simple narrative reports.

Qualifications

- Sound oral and written communication skills, including the ability to interact with students, parents and teaching professionals.
- Sound interpersonal skills including the ability to work as part of a team.
- Sound organizational skills that will assist in the delivery of effective educational programs to students.
- Ability to assist with the general health and well-being of students.
- Assists the teacher with the overall general care and well-being of students.
- Develop rapport and maintain effective relationships with students and others.

Compensation: Level I - SR08B, Level II – SR10B, Level III - SR12B (\$26308-\$30745/yr including 4.4% differential)

Salary Schedule Placement Details:

Level I

Provides assistance to a professional educator by learning and performing duties in the control and care of students; receives training in classroom and/or guidance office operations, expected roles, and functions; and performs other related duties as assigned, including clerical tasks.

-Knowledge of: Standard English language communication skills in order to speak, read and write effectively; and basic arithmetic.

-Ability to: Understand and follow oral and written instructions; learn and perform a variety of classroom activities and related clerical tasks; learn classroom management and student care methods and techniques; speak and work effectively with students and others; learn practical aspects of educational program goals, functions, and activities; and learn to use duplicating and other office and classroom machines and equipment.

Level II

Provides assistance to a professional educator by performing a variety of non-instructional and supportive tasks;

receives training in instructional related tasks; and performs other related duties as assigned.

-Knowledge of: Basic awareness of educational program goals, functions and activities.

-Ability to: Perform a variety of designated classroom management, office, and related clerical tasks; learn and perform specific instruction-related tasks and testing routines; learn to use a variety of instructional materials and equipment; develop a familiarity with common academic, social behavioral, and developmental problems of students and the materials, methods, and techniques used to observe, record, and cope with these problems.

Level III

Provides assistance to professional educators by performing a variety of instruction-related and support tasks; and performs other related duties as assigned.

-Knowledge of: Instruction and testing related methods and techniques; and common academic, social behavioral and developmental problems of students.

-Ability to: Conduct and monitor specific instruction-related, counseling, guidance, and testing routines; maintain computer and paper files; learn to use and assist others in using computer equipment, programs, and computer/paper files; write simple narrative reports; lead small group discussions; and develop rapport and maintain effective relationships with students and others.

Education Requirement:

The following minimum education requirements have been established within the parameters described by the Federal Government's No Child Left Behind Act of 2001.

1) 48 semester credits, baccalaureate level courses, from an accredited institution of higher education recognized by the Hawaii Department of Education. The forty-eight (48) credits may be from various program or academic subject areas. In addition, of the 48 credits from baccalaureate level courses, 3 must have been for math and 3 for English courses.

2) An Associate in Arts (AA) or Science (AS) degree from an accredited institution recognized by the Hawaii Department of Education. The credits earned for the degree must include a minimum of 48 credits for courses that are baccalaureate level.

General Experience* Requirement:

None for Level I; and, for Levels II and III, one (1) year of experience which involved direct interaction with people and which demonstrated the ability to provide and elicit information and to observe, evaluate and take action or report accurately on different situations.

In addition, either concurrently or separately, there must be evidence of demonstrated ability to organize materials, maintain records, and write descriptions, consisting of a few sentences, of occurrences or observations. There must also be a demonstrated awareness of basic educational programs, goals, functions, and activities which may have been gained through involvement in activities such as serving on school/community committees, advising youth groups, or taking part in parent/teacher/student meetings and activities.

Specialized Experience Requirement for Level III:

In addition to the General Experience Requirement, one (1) year of work experience involving direct contact with students and which included student management (in directing activities, ensuring order, etc.). The experience must have provided familiarity with common academic, social, behavioral, and developmental problems of students, and the opportunity to observe the resolution of these problems by professional staff, or participate in problem resolution under direction of professional staff. The experience must also have involved using a variety of instructional materials, techniques, and equipment, and performance of specific instructional, counseling, or guidance tasks and testing routines.

This type of work experience is generally gained in an educational setting by positions providing a variety of supportive services to professional personnel directly engaged in the academic, personal, social, and/or vocational development of students.

*One (1) year of General or Specialized Experience is defined as a school year approximately 180 "teacher duty" days of approximately 38 weeks per year.

Substitutions Allowed:

1. Possession of a Certificate of Completion in Child Services or related program from an accredited community

college may be substituted for one-half (1/2) year of General Experience.

2. Successful completion of coursework in a curriculum leading to an Associate in Science degree in Teacher Aide, Educational Assistant, Early Childhood Education or equivalent, from an accredited community college which did not include the completion of a practicum which involved instruction-related activities may be substituted for the General Experience on the basis of fifteen (15) semester credits for one-half (1/2) year of the experience.

3. Successful completion of coursework in a curriculum leading to an Associate in Science degree in Teacher Aide, Educational Assistant, Early Childhood Education or equivalent, from an accredited community college which included the completion of practicum which involved instruction-related activities may be substituted for General and/or Specialized Experience on the basis of fifteen (15) semester credits for one-half (1/2) year of experience.

4. Possession of an Associate in Science degree in a field such as Teacher Aide, Educational Assistant, Early Childhood Education or equivalent from an accredited community college which included successful completion of a practicum which involved instruction-related activities may be substituted for all of the General and all of the Specialized Experience requirements.

5. Successful completion of coursework in a curriculum leading to a bachelor's degree from an accredited four (4) year college or university may be substituted for the General Experience on the basis of fifteen (15) semester credits for one-half (1/2) year of the experience provided that there is also a demonstrated awareness of basic educational programs, goals, functions, and activities which may have been gained through involvement in activities such as serving on school/community committees, advising youth groups, or taking part in parent/teacher/student meetings and activities.

6. Possession of a bachelor's degree in Education or its equivalent from an accredited four (4) year college or university may be substituted for all of the General and Specialized Experience requirements.

7. Possession of a Professional Diploma in Education or its equivalent from an accredited four (4) year college or university may be substituted for all of the General and Specialized Experience requirements.