

EDUCATIONAL ASSISTANT (MULTIPLE POSITIONS, SPECIAL EDUCATION AND GENERAL EDUCATION)

CONTRACT IS FOR SY 2021-2022 ONLY, BUT MAY BE EXTENDED

Ka'ōhāo 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'ōhāo School experience. We currently have an opening for an Educational Assistant I, II, or III that will help us to further this mission.

HOW TO APPLY

Please submit the following 4 items **AS SOON AS POSSIBLE**. Please submit all materials. Incomplete applications will not be considered.

- Resume or CV
- Cover Letter (including why you are interested in this position)
- Contact Information for 3 References
- Letter of Recommendation

JOB DESCRIPTION

Assist with the Instructional Process

- Works with the [special education](#) teacher in planning and implementing a program of instruction that adheres to the school's philosophy, goals and objectives [and the child's individualized education program](#).
- Works with the [special education](#) teacher in making purposeful and appropriate [materials](#) that provide for effective [specialized instruction](#) teaching strategies and maximize time on task.
- Works with the [special education](#) teacher in planning and implementing a program of study designed to meet individual needs of students and works with the teacher in [collecting data on learning objectives](#).
- Works with the [special education and homeroom](#) teacher in creating a classroom environment conducive to learning by employing a variety of appropriate teaching [and behavior modification](#) strategies.
- Works with the [special education and homeroom](#) 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 [and/or individually](#).
- [Communicates well with the special education teacher in a timely manner](#).
- Works [well with students with behavioral challenges](#).
- As needed, [will be flexible in changes in schedule and/or student caseload](#), will 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.

Supervisory 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 [special education](#) teacher in [collecting data, implementing behavior plans and evaluating accomplishments](#) of students on a regular basis using multiple assessment methods.

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 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 [and be flexible when necessary](#).
- Sound organizational skills that will assist in the delivery of effective educational programs to students [and collecting, managing and sharing data](#).
- 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.

Pay:

- \$28814 - \$33063 per year