

**Public Charter School**

*Ma ka hana ka ‘ike* ***Knowledge is gained by doing***

**Employment Opportunities**

**How to Apply:** E-mail resume and letter of interest to kkahalewai@hakipuu.org

**Employment Opportunities:**

* TEACHER: Language Arts, Humanities, Math, Special Education 7-12
* SUBSTITUTE TEACHER POOL
* EDUCATIONAL ASSISTANT (EA)
* CURRICULUM COORDINATOR (CC)

Hakipuʻu Academy PCS seeks the following positions:

**TEACHER: Language Arts, Humanities, Math, Special Education for grades 7-12**

* Engages in lifelong learning within Progressive Education.
* Develops curriculum, assessment, and instruction.
* Provides instruction to students on-line and face-to-face using curriculum provider material.
* Monitor student progress and call/communicate with students on a regular basis.
* Strives to meet all learning outcomes.
* Update the parent portal and check all forms of communication daily.
* Participates in all school oli and traditions.
* Is versed in student discipline and redirection.
* Is able to look outside of the box and differentiate to meet student needs.
* Guide students and their parents/guardians through program and expectations.
* All members of the HĀ community MUST strive to model the highest levels of professionalism rooted in punctuality, communication, honesty, appearance, and respect -- in and out of school.

**Education, Experience and Qualifications:**

Qualifications

· Valid Hawaii Teacher License (HTSB) with grades 7-12 endorsed in specific subject matter.

· Highly Qualified Teacher (HQT) Certificate

· Prior relevant teaching experience, highly recommended.

Desired Experience

· Knowledge/experience with on-line learning environments, especially Google classroom and Google Suites

· Prior teaching experience in specific subject matter

**SPECIAL EDUCATION PARAPROFESSIONAL EDUCATOR**

* Engages in lifelong learning within Progressive Education.
* Provide assistance to a professional educator by learning and performing a variety of non-instructional and supportive tasks
* Receiving training in tasks related to instruction and counseling
* Performing other related duties as assigned, including clerical tasks
* Under the direction of a special education teacher, assisting Middle and High School special needs students with academic and/or behavioral/emotional difficulties
* Assists with classroom management both within resource and inclusion settings
* Assists with record keeping (ie. data tracking, provide input relevant to IEP, etc.
* May also include engaging on a one to one (1:1) with student that need particular attention

Position begins ASAP. Approximately 15-19 hours per week, Monday - Friday. Hourly Rate: $20.00/hr

**Education, Experience and Qualifications:**

Qualifications

* A minimum of a high school diploma
* Experience working with students ages 5-12
* Ability to engage in high school level coursework
* Ability to establish positive rapport with students
* A bachelor’s degree and previous experience working in a school environment is preferred but not required.

Desired Experience

* Knowledge/experience with on-line learning environments, especially Google classroom and Google Suites

**Educational Assistant (EA), Resource Specialist – Mo’omona**

* Engages in lifelong learning within Progressive Education.
* Education assistant teaches under the direction of a full-time teacher.
* Helps to develop curriculum, assessment, and instruction.
* Helps to seek out experts in the field.
* Always look for ways to collaborate with other areas of instruction.
* Assist in striving to meet all learning outcomes.
* Participates in all school oli and traditions.
* Attends Early College Classes and assists students one-on-one in class and monitors behavior, takes attendance and ensures students get to and return back from class.
* Must pass all requirement of being Van/School Bus certified.
* Attends Graduation.
* Wears appropriate attire.
* Is versed in student discipline and redirection.
* Helps to support student work/Alapi‘i projects.
* Helps to monitor individual student progress.
* All members of the HĀ community MUST strive to model the highest levels of professionalism rooted in punctuality, communication, honesty, appearance, and respect -- in and out of school.

**Education, Experience and Qualifications:**

Qualifications

* Successful completion of the ParaPro Assessment provided b the Education Testing Service (ETS), or
* 48 semester credits earned for the degree for courses that are baccalaureate level. 3 of which must have been for math and English courses

Desired Experience

* Knowledge/experience with on-line learning environments, especially Google classroom and Google Suites
* Perform essential duties and responsibilities of the position effectively and safely.

**Curriculum Coordinator (CC) Description**

* Engages in lifelong learning within Progressive Education.
* Committed to guidelines outlined within the employee handbook.
* Schedule and facilitate student assessments and surveys throughout the school year.
* Continually seeking, implementing, and revising best practice/protocols within curriculum, assessment, and instruction.
* Maintain student assessment documentation.
* Provide professional development regarding curriculum and instruction.
* Advise and advocate within all leadership divisions (Executive Leadership Team, The Administrative Council, Advancement and Admissions Team, and Parent Organization).
* Schedule and monitor tutoring and outside learning resources (e.g. Title I tutoring program)
* Manages students Personal Learn Plans (PLP), student documentation, and communication between all school constituents.
* Manages curriculum, assessment, and instruction within Progressive Education.
* Model, evaluate, and serve as a resource person in curriculum instruction across subject areas.
* Participate and or facilitate learning plans school wide (eg SPED IEP, SEL)
* Reflective and participate in Biannual employee evaluation.
* All members of the HA community MUST strive to model the highest levels of professionalism rooted in punctuality, communication, honesty, appearance, and respect -- in and out of school.

**Education, Experience and Qualifications:**

Qualifications

· Valid Hawaii Teacher License (HTSB) with grades 7-12 endorsed in specific subject matter.

· Highly Qualified Teacher (HQT) Certificate

· Prior relevant teaching experience, highly recommended.

Desired Experience

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· Prior teaching experience in specific subject matter

Benefits:

· We are a State of Hawaii entity and all state benefits apply:

· EUTF – Employers Union Trust Fund (medical)

· ERS – Early Retirement System (retirement)

· State/Federal Holidays

· Personal/Sick Leave

Knowledge of Hawaii State Standards; student/classroom management techniques; common academic, social, behavioral and developmental problems of students.  Ability to implement effective classroom management and student care methods and techniques; speak and work effectively with students, teachers, parents and community members; assess students' progress and modify learning activities and methods as necessary.

Desired competencies include self-motivation; enthusiasm; collaboration; high work standards; critical thinking; creativity; flexibility; and initiative.

Must be ethical and honest.  Must have excellent interpersonal, organizational, time management, follow-through, and oral and written communication skills. Must be extremely flexible and able to work independently.

Must be knowledgeable and comfortable working with technology and software programs and be able to acquire additional skills for use of software, databases or other information systems as necessary.

Must be able to meet professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating resources in an effective and timely manner, and demonstrating respect for others.  Must be able to successfully analyze information, manage complexity, report results, enter data, and observe school and district policies as well as state and federal laws with attention to detail, confidentiality, and thoroughness.  Must accept responsibility and be self-motivated.  Must maintain a high level of confidentiality with regard to employees, students and parents and work effectively with school staff, district personnel, and the general public.

**Application Deadline:**

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