

**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:**

* SPECIAL EDUCATION PARAPROFESSIONAL EDUCATOR/ONE to ONE

Hakipuʻu Academy PCS seeks the following position - ASAP:

**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

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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