

# Kawaikini New Century Public Charter School

## Job Description: Educational Assistant (EA)

**Title:** Educational Assistant (EA)

**Job Summary:** The Educational Assistant works in the classroom under the supervision of the Kumu Alaka'i (Lead Teacher).

**Objective:** To support the Lead Teacher in the classroom.

**General Responsibilities:** The Educational Assistant provides assistance to professional educators, counselors, and others by performing a variety of instruction-related and/or counseling or guidance support tasks; and performs other related duties as assigned.

### Minimum Qualifications:

#### Education

The following minimum education requirements have been established within the parameters described by the Federal Government's No Child Left Behind Act of 2001. **Note: To receive credit for your education you must submit an official copy of your college transcripts.**

- 1) 48 semester credits, 100 or higher level courses, from a regionally accredited institution of higher education. The forty-eight (48) credits may be from various program or academic subject areas. In addition, of the 48 credits from 100 or higher level courses, 3 must have been for math and 3 for English courses; OR
- 2) An Associate in Arts (AA) or Science (AS) degree or higher from a regionally accredited institution. The credits earned for the degree must include a minimum of 48 credits for courses that are 100 level or higher; OR
- 3) A certificate with a minimum score of 459 on the ParaPro Assessment provided by the Education Testing Service (ETS).

#### Experience

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.

### Language

K-2 & 3-5 (Hawaiian language proficiency); 6-12 (Hawaiian language proficiency preferred)

### **Other Qualifications (Desired):**

#### Experience

1. Previous working experience in Hawaiian immersion education
2. Previous experience working with children in an educational environment
3. Other education/ training that will benefit the school

#### Skills, Knowledge, and Ability

##### Skills:

1. Positive and respectful attitude.
2. Good written and oral communication skills

##### Demonstrated ability to:

1. Work with others to create a supportive work environment
2. Be flexible and creative in addressing problems that arise

##### Knowledge of:

1. Child behavior and appropriate responses

#### Other

1. Demonstrated commitment to the Hawaiian culture and Hawaiian language

**Duties & Responsibilities:**

1. Assists teachers with the delivery of academic programs.
2. Assists teachers with supervision on class trips, in the classroom and on school grounds; at lunch and during examinations; with receiving and delivering students to and from transportation;
3. Assists teachers with promoting the development of appropriate social, communication and behavioral skills and expectations for students.
4. Assists teachers with record keeping, such as documenting student progress, behaviors, medication administration and physical status, as well as assisting in communication with parents, completion of incident reports, and office referrals.
5. Assists teachers with student safety issues including emergency evacuation, medical emergencies, mobility throughout the site, use of specialized equipment, organization and protection of student personal property and equipment.
6. Carries out such other responsibilities as may be required by Director and/or Lead Teacher.

**Start date:** approximately July 28, 2008

**Recruitment:** Continuous. (Review of applications to begin on February 1, 2008 and to continue until the position is filled.)

**Salary:** As per HGEA guidelines.

**To apply:** Submit a complete application to Kawaikini NCPCS, P.O. Box 662014, Lihue, Hawaii 96766. A complete application includes: (1) Noi Hana Application (available at [www.kawaikini.com](http://www.kawaikini.com)); (2) Letter detailing your qualifications to work in the position you are applying for; (3) Current resume; (4) If you do not meet the minimum qualifications for the position, explain why you feel you should be considered for the position. All requested documents become the property of Kawaikini NCPCS.

**Inquiries:** (808) 634-5060.