



PO Box 1494, Pahoa, HI 96778
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Hawaii Academy of Arts and Science PCS seeks the following position:

Substitute Educational Assistant (SPED)

Temporary, On call

Current Assignment:

Start ASAP, 8 hours per day
Estimated duration is 6-8 weeks
Grades 7-12

Summary:

Provides assistance to professional educators, counselors, social workers, and others by performing a variety of academic and non-academic instruction-related and/or counseling or guidance support tasks; and performs other related duties as assigned.

Qualifications:

Bachelor's Degree, Associates Degree, or certificate with a minimum score of 459 on the ParaPro Assessment. Experience working with children. Equivalent combination of education and experience will be considered.

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.

Work Hours:

Daily schedule to be determined based on classroom and school needs. Occasional travel may be required. See above for current assignment.

Application Deadline: August 6, 2020 or until filled

How to apply: E-mail resume and letter of interest to employment@haaspcs.net