



Hawaii Technology Academy
94-450 Mokuola St. Ste. 200 Waipahu, HI 96797
Phone: 808-676-5444 • Fax: 808-676-5470
myhta.org • info@myhta.org

Accounting/Business Office Assistant

Hawaii Technology Academy, a public charter school, seeks candidates for the position of Accounting/Business Office Assistant to work in the school Business Office. This is a 12 month, HGEA 3/5th time position located at our main Learning Center in Waipahu. The Accounting/Business Office Assistant reports to the Business Manager.

Responsibilities for the position include but are not limited to:

- Reconciling monthly bank, paypal and credit card statements
- Assisting the Business Manager with processing payroll and tax liabilities
- Maintaining the human resource files and records
- Maintaining an orderly accounting system
- General administrative tasks such as data entry, filing, copying, scanning etc.
- Accurate data entry into the payroll system
- Assisting with the preparation of month end financials for review by the Governing Board
- Assisting with the preparation of quarter end and year end reports for various accountability agencies.
- Process bills, checks, receipts and other documents

Ideal candidates should possess the following qualifications:

- Significant experience with Quickbooks Pro and Excel
- Ability to work with great attention to detail and the ability to accurately record numerical data
- Superior organizational skills
- Ability and willingness to work as part of a team
- Detail oriented with an eye for how to make processes more efficient
- Ability to handle confidential information
- Strong general knowledge of accounting principles
- Ability to work proactively and independently
- Superior written and verbal communication skills
- Recognition that requests for information should not be seen as extra work but as essential to the efficient and effective operation of the school

Position is available immediately. Approximately 24 hours per week split equally over 5 days or 3 full days based on mutual agreement of Administration and selected candidate. Salary range \$18-\$21/hour depending on experience.

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6-12 School Counselor (Kauai, half-time)

Hawaii Technology Academy Public Charter School seeks a half time 6-12 School Counselor for our Kauai program for SY 2019-2020. We seek passionate, empathetic, energetic individuals who love learning and who love collaborating and thinking creatively to support students and colleagues. The School Counselor works as part of the school counseling team, collaborating with the island specific advisors, assistant directors, special education department and district level School Based Behavioral Health team.

Responsibilities include but are not limited to:

- Develop and implement research-based social emotional learning curriculum through advisory and classroom lessons.
- Personalize students' learning environment by providing individualized academic, career and social emotional support plans based on student needs.
- Offer counseling groups based on student needs (grief, study skills, organization, anxiety, depression, anger management etc).
- Offer individual counseling for students based upon IEP, 504 or individual student plans.
- Review school data and assessments to develop academic support plans for students.
- Coordinate counseling services for students with IEP and 504 plans and document all services delivered in ecsss.
- Serve as Care Coordinator for 504 students, developing and conducting 504 annual reviews as well as initial 504 evaluations and 3-year reevaluations.
- Help guide Advisory group work, which includes frequent, scheduled conversations with students and parents to support student success, health, happiness, and intellectual safety.
- Implement classroom, school, and behavior management strategies and develop Intervention Plans as necessary that address individual student needs and are aligned with individual HTA's philosophy of Restorative Justice.
- Assist with relevant data collection to monitor behavioral progress for students with emotional behavioral needs.
- Work closely with Student Services Coordinator to participate in core/SST meetings and monitor progress for students that are referred for 504/IDEA evaluations.
- Manage high school course selection and assist with scheduling for new and returning students.
- Manage middle school and high school course plans and credits.
- Coordinate team meetings and transition for high school students interested in pursuing alternative education.
- Design and facilitate learning coach groups based upon community needs.
- Assist with new and returning student orientation, learning coach trainings and start of school year transition.
- Work closely with the counseling team and school administration to support students' needs.
- Be creative problem-solvers during the school day and adapt as new needs arise.



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- Model effective practices and strategies for fellow faculty members.
- Collaborate with local organizations, complex area and communities to bring in outside expertise, to introduce students to real-world issues, and to have a real-world audience to assess student exploration.
- Potentially manage school service, independent study and internship programs for high school students.

School Counselor Qualifications:

- Master's degree in Counseling, Psychology or Education
- Genuine conviction that all students can learn and will be an integral part of our institution
- Experience with SPED, 504 plans and ELL
- Experience working with at risk students
- Enthusiasm for collaborating with other teachers and school administration to best meet student needs
- Familiarity with the eligibility categories under IDEA (both high and low incidence disabilities) and section 504
- Experience with data collection, leading Student Success Teams,
- Knowledge of RTI and the role of interventions within the student support process
- Experience in creating student behavioral and academic support plans that contain objective, measurable goals
- Committed to working as part of a team to cultivate a positive and healthy school culture

Preferred School Counselor Qualifications:

- Three or more years experience working at the middle school level or high school level
- Experience working with ECSSS and the Hawaii Department of Education
- Hawaii certification in School Counseling
- Experience with Hawaii alternative education programs, DOE graduation requirements and college and career counseling
- Knowledge of and experience with Restorative Justice practices

The school counselor is a 10 or 12 month HSTA position. Salary is commensurate with experience according to the HSTA salary schedule. Although counselor position is half time, HTA Kauai is also seeking a half time office manager and would be happy to tie the two positions in order to create a full time position.

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College and Career Counselor (Oahu)

Hawaii Technology Academy Public Charter School seeks candidates for the position of College and Career Counselor (Oahu) for the 2019-2020 school year. In our blended learning environment the College and Career Counselor supports students and parent learning coaches with the design of personalized course plans, identifying post-secondary collegiate or career plans; assisting students to develop and reach their personal and academic goals; and liaising with the Registrar's Office and High School Directors to ensure successful student matriculation through HTA's blended learning program. The College and Career Counselor also works with teachers and parent learning coaches to ensure a positive and supportive learning environment for students and to ensure that the entire community is aware of the college and career opportunities available to our students.

Responsibilities include but are not limited to:

- Developing positive relationships with colleges and universities to further the interests of our students for college transitions
- Developing positive relationships within the local community to further immediate career opportunities for our students
- Working with the High School Directors to manage the High School internship, consultancy, community service and work based learning programs
- Organizing college and career information sessions for students and parents
- Advising students and parents on college application process, financial aid process and scholarship process
- Collaborating with the other High School counselors to develop personalized learning plans for each high school student
- Working directly with students behind cohort year on selecting classes and course plans directed towards meeting graduation requirements
- Meet with incoming high school students to develop high school course plans
- Manage course change requests for all High School students
- Serving as test coordinator for PSAT, SAT I and SAT II and ACT. Maintaining appropriate database and reporting of student assessment results
- Maintains and communicates annual college acceptance, financial aid and scholarship list
- Builds and maintains annual career transition list
- Working with At-Risk Counselor, counsels families considering alternative options to High School Diploma and/or credit recovery courses
- Works with Registrar and Director of School Records to ensure accuracy of student transcripts and records
- Manages NCAA profile and Advanced Placement course approval/reporting process
- Collaborates with High School Counselors and Directors to design High School advisory program
- Manages school Naviance account



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- Works with Executive Director, High School Directors and Director of School Records to build annual course catalogue and ensure accurate course ACCN alignment

This is a 12 month HSTA position. Salary commensurate with experience based on HSTA salary schedule. School Counselor certification desired but not required.

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Communications and Marketing Director (Oahu)

Hawaii Technology Academy, a public charter school, seeks candidates for the position of Communications Director. In our blended learning environment, the Communications Director serves as a member of the Executive Leadership Team and reports to the Executive Director. The Communications Director serves in the key capacity of connecting all constituencies of our statewide, community based, charter school through clear and concise marketing, branding and communication initiatives. The Communications Director collaborates with the Executive Administration, Governing Board and Friends of HTA to assist with constituent relations, corporate relations, sponsorship and institutional advancement.

Responsibilities of this position include but are not limited to:

- Collaborating with school administrators, teachers, students and parents to ensure mutual understanding of blended learning and HTA's core values across multiple divisions and islands
- Informing constituents about HTA's mission, vision and successes, including current families, prospective students and parents, alumni, donors, and the greater Hawaii and blended learning communities
- Oversight of all internal and external written communication and media outreach
- Working with Executive Leadership Team to develop all print, electronic and social media materials and solicitations
- Managing the school brand which includes developing and maintaining editorial and graphic standards
- Developing and implementing a strong social media program
- Maintaining and monitoring the communications and schoolwide calendar
- Working with the Technology Department to create and update website content
- Refining and instituting the school's messaging and design standards
- Managing media relations, including press releases, cultivating relations with local media and seizing public relations opportunities
- Ensuring high-caliber communications throughout the school by engaging faculty and staff in partnership
- Development of a strategic communication and marketing plan that will raise the visibility of the school and support both enrollment and fundraising
- Partner with Friends of HTA, Board Marketing Committee and Executive Leadership Team to create a compelling strategy for sustaining and growing philanthropic revenue for the school and improving multi constituent communications
- Serve as administrative staff on school events committee, Friends of HTA and Board Marketing and Development committee
- Other duties as assigned by the Executive Director



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Ideal candidates will possess:

- BA, preferably in marketing, communications, advertising, journalism or a related field, required. Graduate degree preferred
- At least 5 years experience in marketing, media relations or fundraising, preferably in an educational setting, with proven successes in using marketing strategies for successful fundraising
- Demonstrated ability for strong writing, editing, publication design, interpersonal and organizational skills; keen eye for detail; ability to work independently and as part of a team
- Outstanding story telling skills that are creative in nature and strategic in execution
- Knowledge of media relations and print production
- Strong computer skills and proficiency with web-based communication systems and databases
- Ability to conceptualize, plan, and implement a cohesive strategy for marketing, communication, development and community relations
- Thorough grasp of the current trends in social media, marketing, development and community relations and the issues facing independent schools
- Capacity to manage details and broad overview while bringing multiple projects to fruition with grace, speed and flexibility
- Ability to work effectively with volunteers and boards
- Ability to assert leadership that inspires and motivates others
- Ability to work with senior administrators and faculty on a collegial basis
- A commitment to education and the mission and vision of Hawaii Technology Academy and the ability to articulate its values and vision internally and externally

The Communications Director works from the Oahu office, however monthly Neighbor Island travel is required. This is a 12 month HGEA position. Salary commensurate with experience. Position available immediately.

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Elementary School Educator (Maui)

Hawaii Technology Academy, a public charter school, seeks candidates for the position of Elementary School Educator (Maui) for the 2019-2020 school year. We seek passionate, empathetic, energetic individuals who love learning and who love collaborating and thinking creatively to support students and colleagues. Candidates should have a bachelor's or master's degree in child development, early childhood education or elementary education and a minimum of three years experience teaching a wide range of elementary school levels. Experience in a blended age/curriculum class and Hawaii State Teacher's license preferred but not mandatory. Duties include but are not limited to: providing daily face-to-face and online instruction to students in your class; facilitating a parent training and skills acquisition courses; holding tutoring sessions with individual students; organizing grade specific field trips and projects; researching and developing best practices in blended learning curricula for elementary school students; and working collaboratively with Administration and the Elementary School team. Flexibility, creativity and innovation stand at the heart of HTA's program so the ideal candidate will be versatile in terms of skill sets, pedagogical approach to teaching and learning and will preferably have experience in creating and delivering face-to-face and virtual courses.

Depending upon enrollment and candidate preference this position may be half or full time.

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Hawaii Island Campus Director

Hawaii Technology Academy, a public charter school, seeks candidates for the position of Hawaii Island Campus Director for the 2019-2020 school year. In our blended learning environment the Campus Director collaborates with teachers, students and parent learning coaches to ensure the implementation of successful academic, behavioral and social programs within the school. The Campus Director serves as a member of the School Leadership Team, working with the Oahu & Neighbor Island Directors, counselors, Director of School Records, Director of Technology, Director of Pedagogical Practice, Office Managers and Executive Director to ensure the successful day-to-day operations of the school. This position is based in Kona and may include bi-weekly travel to Oahu to collaborate with the Executive Administration Team.

Essential Functions:

- Assist Executive Director and Oahu Director with general governance and leadership of the school
- Oversee student discipline
- Oversee attendance and truancy tracking
- Be a constant presence to ensure a safe and academically supportive campus environment
- Communicate with parent learning coaches regarding upcoming events, activities or school wide initiatives
- Facilitate meetings related to parent or student academic, behavioral or social concerns
- Work with the counselors and Special Education Department to schedule and hold 504 and IEP meetings and to ensure that such plans are communicated to and initiated by every teacher
- Set and maintain daily/weekly campus schedules
- Create and manage school volunteer process and HTA Ohana Committee
- Work with teachers to organize island clubs, community service, internships and enrichment activities
- Schedule and hold annual fire-drill/emergency drill cycle and annual revision of school safety plan
- Assist test coordinators with scheduling and deployment of state testing and school wide formative assessments
- Collaborate with Director of Pedagogical Practice to ensure that teachers and learning coaches are supported throughout implementation of HTA's Comprehensive School Improvement plan
- Plan and implement orientation week for teachers and students
- Work with Director of Technology to ensure successful deployment of school issued computers and other campus based technology
- Work with counselors and Director of Student records to ensure accurate student records during enrollment, graduation and/or withdrawal process
- Manage short and long term substitutes



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- Assist Director of Pedagogical Practice and Executive Director with annual hiring and evaluation process
- Support new and veteran teachers in their blended learning practice
- Assist Executive Director with annual policy review cycle, budget revisions and professional development system
- Assist with annual enrollment, branding and marketing events
- Contribute to school social media accounts
- Manage day to day and long term facilities operations for Hawaii Island campus

Minimum Required Qualifications:

- Master's Degree in School Administration and/or three years of administrative experience
- Five to Seven years of experience as a classroom teacher, including time spent as a teacher leader
- Experience working with students in at least two division levels (elementary, middle or high school)
- Experience developing progressive pedagogy and guiding teachers in their practice
- Proficiency in Google Docs, Google Apps for Education and online meeting software
- Experience with online or blended learning either as student, teacher or school leader
- Experience working as a member of a 504, IEP or student support team
- Ability to travel 1-2 days per week, including some overnight stays

*The Hawaii Island Campus Director position is a 10-month position with the expectation of 15-20 recall days over the course of the school year.

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High School English Educator (Kauai)

Hawaii Technology Academy, a public charter school, seeks candidates for the position of High School English Educator (Kauai) for SY 2019-2020. We seek passionate, empathetic, energetic individuals who love learning and who love collaborating and thinking creatively to support students and colleagues. Candidates for the position should have a bachelor's degree in English Literature, Writing or Education and a minimum of three years experience teaching a wide range of high school English and/or Humanities courses. Master's degree in English Literature, Writing, Education or Curriculum and Instruction and a Hawaii State Teacher's license preferred but not mandatory. Duties include but are not limited to: providing daily face-to-face and online instruction to students in various high school English courses and overseeing a High School advisory. Flexibility, creativity and innovation stand at the heart of HTA's program so the ideal candidate will be versatile in terms of skill sets, pedagogical approach to teaching and learning and will preferably have experience in creating and delivering face-to-face and virtual courses.

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High School Math Educator (Kona)

Hawaii Technology Academy, a public charter school, seeks candidates for the position of High School Math Educator for the 2019-2020 school year. We seek passionate, empathetic, energetic individuals who love learning and who love collaborating and thinking creatively to support students and colleagues. Candidates should have a bachelor's degree in Math or Education and a minimum of three years experience teaching a wide range of high school Math courses. Master's degree in Math, Education or Curriculum and Instruction and a Hawaii State Teacher's license preferred but not mandatory. Duties include but are not limited to: providing daily face-to-face and online instruction to students in courses that could include Algebra, Integrated Math, Geometry, Algebra II and/or elective courses with a math focus; holding tutoring sessions with individual students; organizing subject specific field trips and projects; researching and developing best practices in blended learning curricula for high school students; and working collaboratively with Administration and the High School team. High School educators also serve as advisors to a group of 15-20 high school students. Flexibility, creativity and innovation stand at the heart of HTA's program so the ideal candidate will be versatile in terms of skill sets, pedagogical approach to teaching and learning and will preferably have experience in creating and delivering face-to-face and virtual courses.

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High School Science Educator (Kona)

Hawaii Technology Academy, a public charter school, seeks candidates for the position of High School Science Educator (Kona) for the 2019-2020 school year. We seek passionate, empathetic, energetic individuals who love learning and who love collaborating and thinking creatively to support students and colleagues. Candidates should have a bachelor's degree in a Science field, Engineering or Education and a minimum of three years experience teaching a wide range of middle and/or upper school Science or STEM courses. Master's degree in a the Sciences or STEM field, Education or Curriculum and Instruction and a Hawaii State Teacher's license preferred but not mandatory. Duties include but are not limited to: providing daily face-to-face and online instruction to students in a variety of Science courses that may include Physical Science, Environmental Science, Biology or Chemistry. Preference given to candidates who are interested in designing their own STEM elective courses. Position entails all aspects of course preparation and design; serving as a high school advisor; holding tutoring sessions with individual students and small groups; organizing subject specific field trips and projects; designing enrichment workshops; researching and developing best practices in blended learning science curricula for middle school students; and working collaboratively with Administration and the middle school team. Flexibility, creativity and innovation stand at the heart of HTA's program so the ideal candidate will be versatile in terms of skill sets, pedagogical approach to teaching and learning and will preferably have experience in creating and delivering face-to-face and virtual courses.

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High School Math Educator (Maui)

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High School Science Educator (Maui)

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Middle School English Language Arts Educator (Kona)

Hawaii Technology Academy, a public charter school, seeks candidates for the position of Middle School English Language Arts Educator (Kona) 2019-2020 school year. We seek passionate, empathetic, energetic individuals who love learning and who love collaborating and thinking creatively to support students and colleagues. Candidates should have a bachelor's degree in a Humanities field, English or Education and a minimum of three years experience teaching a wide range of middle and/or upper school English or Humanities courses. Master's degree in a the English, Writing, a Humanities field, Education or Curriculum and Instruction and a Hawaii State Teacher's license preferred but not mandatory. Duties include but are not limited to: providing daily face-to-face and online instruction to students in a variety of English Language Arts courses. Position entails all aspects of course preparation and design; serving as a middle school advisor; holding tutoring sessions with individual students and small groups; organizing subject specific field trips and projects; designing enrichment workshops; researching and developing best practices in blended learning science curricula for middle school students; and working collaboratively with Administration and the middle school team. Flexibility, creativity and innovation stand at the heart of HTA's program so the ideal candidate will be versatile in terms of skill sets, pedagogical approach to teaching and learning and will preferably have experience in creating and delivering face-to-face and virtual courses.

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Maui Campus Director

Hawaii Technology Academy, a public charter school, seeks candidates for the position of Maui Campus Director for the 2019-2020 school year. On the Maui Campus the two Directors work collaboratively to ensure the successful day to day operations of the campus. In our blended learning environment the Campus Directors support teachers, students and parent learning coaches to ensure the implementation of successful academic, behavioral and social programs within the school. The Campus Director serves as a member of the School Leadership Team, working with the Oahu & Neighbor Island Directors, counselors, Director of School Records, Director of Technology, Director of Pedagogical Practice, Office Managers and Executive Director to ensure the successful day-to-day operations of the school. This position is based in Wailuku and may include bi-weekly travel to Oahu to collaborate with the Executive Administration Team. Specific to the Maui Campus, the two Directors work collaboratively to ensure that all essential duties of the position are met.

Essential Functions:

- Assist Executive Director and Oahu Director with general governance and leadership of the school
- Oversee student discipline
- Oversee attendance and truancy tracking
- Be a constant presence to ensure a safe and academically supportive campus environment
- Communicate with parent learning coaches regarding upcoming events, activities or school wide initiatives
- Facilitate meetings related to parent or student academic, behavioral or social concerns
- Work with the counselors and Special Education Department to schedule and hold 504 and IEP meetings and to ensure that such plans are communicated to and initiated by every teacher
- Set and maintain daily/weekly campus schedules
- Create and manage school volunteer process and HTA Ohana Committee
- Work with teachers to organize island clubs, community service, internships and enrichment activities
- Schedule and hold annual fire-drill/emergency drill cycle and annual revision of school safety plan
- Assist test coordinators with scheduling and deployment of state testing and school wide formative assessments
- Work with Director of Technology to ensure successful deployment of school issued computers and other campus based technology
- Work with counselors and Director of Student records to ensure accurate student records during enrollment, graduation and/or withdrawal process
- Manage short and long term substitutes
- Assist Executive Director with annual policy review cycle, budget revisions and professional development system



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- Assist with annual enrollment, branding and marketing events
- Contribute to school social media accounts
- Manage day to day and long term facilities operations for Maui campus. This includes tracking the Wailuku Town Plan and attending related meetings.

Minimum Required Qualifications:

- Master's Degree in School Administration and/or three years of administrative experience
- Five to Seven years of experience as a classroom teacher, including time spent as a teacher leader
- Experience working with students in at least two division levels (elementary, middle or high school)
- Experience developing progressive pedagogy and guiding teachers in their practice
- Proficiency in Google Docs, Google Apps for Education and online meeting software
- Experience with online or blended learning either as student, teacher or school leader
- Experience working as a member of a 504, IEP or student support team
- Ability to travel 1-2 days per week, including some overnight stays

*The Maui Campus Director position is a 10-month position with the expectation of 15-20 recall days over the course of the school year.

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Software Engineer

Hawaii Technology Academy, a public charter school, is looking for an experienced and passionate candidate for the position of Software Engineer. The Software Engineer is responsible for the continued development and implementation of the school's student and staff information system. The ideal candidate can work in a fast-paced environment and has a broad technical skill set with strong object-oriented development skills.

Responsibilities

- Design and develop software in a local and remote environment (AWS)
- Coordinate with multiple departments to implement features and requests
- Document and fix software bugs
- Keep thorough development documentation
- Maintain multiple servers and databases
- Assist multi-site school based technology team

Ideal candidates must have:

- Proficiency in PHP, MySQL, HTML5, CSS and JavaScript
- Proficiency in full stack development (LAMP environment)
- Demonstrate advanced knowledge of Database design patterns, specifically in MySQL
- Experience working in AWS
- Experience with any PHP framework (Zend, Symfony, Laravel, etc.)
- Experience building in a framework-less environment is a plus
- Strong written and verbal communication, collaboration and analytical skills
- Can quickly learn and work effectively with existing code, new frameworks, technologies or cloud services Familiar with web security best practices
- Strong understanding of OOP concepts, design patterns and coding best practices
- Strong attention to detail, rigorous in self-testing code and delivering high quality work
- Strong work ethic, flexible demeanor; sense of humor a plus
- Experience working in a customer based atmosphere
- Experience collaborating with a team on multi-layer projects
- Eye for detail and design
- Ability to adhere to non-negotiable deadlines
- Willingness to work beyond standard working hours during certain parts of the school year (flex time available)



Hawaii Technology Academy
94-450 Mokuola St. Ste. 200 Waipahu, HI 96797
Phone: 808-676-5444 • Fax: 808-676-5470
myhta.org • info@myhta.org

Ideal Candidates will be:

- Willing to work collaboratively and communicatively as part of a two person team and with the full administrative team
- Interested and excited to work in a school setting, often engaging with teachers and students
- Understanding that this is a role on a small team with a limited budget
- Excited and eager to develop a system around the evolving needs of the school community

This position is based at HTA's Waipahu Learning Center. Partial remote work may become an option after 3-6 months of training and transition.

Salary: This is an HGEA 12 month position and salary will be commensurate with experience plus substantial benefits package including phone, internet, equipment, retirement, medical/dental/vision and ample paid leave.

Position available immediately.

To apply for this position, visit <https://hi.myhta.org/employment.html> to complete an online application.



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Special Education Educator K-8 (Oahu)

Hawaii Technology Academy Public Charter School seeks candidates for the position of Special Education Educator K-8 (Oahu) for the 2019-2020 school year. Candidates should have a bachelor's or master's degree in child development, elementary education or special education and a minimum of three years experience teaching elementary and/or middle school students with mild to moderate disabilities. Experience in a blended age/curriculum class and Hawaii State Teacher's license preferred. Preference will be given to candidates with a reading specialty. Duties include but are not limited to: providing instruction to students with disabilities in both an inclusion and resource setting; collaborating with all team members to develop an effective IEP for every student; developing effective strategies to meet social, emotional, behavioral, and academic needs of the student; fulfilling the role and expectations of Care Coordinator for approximately 10-15 students; researching and developing best practices in blended learning curricula for elementary or middle school students; participating in district trainings related to special education updates in procedures and compliance; and working collaboratively with Administration, the Special Education team, and the school level team. Flexibility, creativity and innovation stand at the heart of HTA's program so the ideal candidate will be versatile in terms of skill sets, pedagogical approach to teaching and learning and will preferably have experience in creating and delivering face-to-face and virtual courses. This is an HSTA 10 month position.

To apply for this position, visit <https://hi.myhta.org/employment.html> to complete an online application.