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Hawaii Academy of Arts and Science PCS seeks the following position for the **2020-2021** school year:

Paraprofessional Educator

19 hours per week, Grades 7-8

Summary:

A Paraprofessional Educator works under the supervision of teachers or other professional practitioners. Their jobs are instructional in nature and they provide other direct services to students and their families.

Education, Experience and Qualifications:

1. Forty-eight semester credits of baccalaureate-level courses from a regionally accredited institution of higher education recognized by the Department of Education. The 48 credits may be from various program or academic subject areas. In addition, 6 of the 48 credits must have been for math and English courses at the baccalaureate level. Or,
2. An Associate in Arts (AA) or Science (AS) degree from a regionally accredited institution recognized by the Department of Education. The credits earned for the degree must have been for courses that are baccalaureate level. Or,
3. A certificate with a minimum score of 459 on the [ParaPro Assessment](#) provided by the Educational Testing Service.

Work Hours:

Up to 19 hours per week. Schedule varies.

Possible Schedules: 1) Four days a week, 3.75 hours a day. 2) Two days a week, 8 hours a day. One day a week 3 hours a day.

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: October 25, 2020 or until filled.

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