



PO Box 1494, Pahoa, HI 96778  
Phone (808) 965-3730 Fax (808) 965-3733  
[www.haaspcs.org](http://www.haaspcs.org)

Hawaii Academy of Arts and Science PCS seeks the following position for the 2019-2020 school year:

**Educational Assistant III, Special Education (SPED)**

Grades 7-8

Full Time

**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. Minimum of one school year work experience involving direct contact with students and which included student management. Excellent communication and interpersonal skills.

EA III assignments may require travel to multiple sites on a daily basis. Daily access to a vehicle, car insurance, and valid driver license are required.

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.

EA III assignments may require travel to multiple sites on a daily basis. Daily access to a vehicle, car insurance, and valid driver license are required.

**Work Hours:**

FTE 1.0 - 40 hours week. Schedule to be determined based on classroom and school needs. Occasional travel may be required.

**Application Deadline:** February 2, 2020 or until filled.

**How to Apply:** E-mail resume and letter of interest to [employment@haaspcs.net](mailto:employment@haaspcs.net).