

Educational Assistant I, II, or III
(estimated Hourly Rate: \$15 - \$22)

Kanuikapono is a Hawaiian Focused Charter School that serves more than 200 students in grades K-12. The school's vision guides a high quality instructional program rooted in 'Āina and Culture. Kanuikapono Public Charter School is seeking to fulfill two (2) educational assistant positions for the remaining school year 2018 – 2019.

Job Summary:

Provides assistance to a professional educator by learning and performing duties in the control and care of students; receives training in classroom and/or guidance office operations, expected roles, and functions; and performs other related duties as assigned.

Minimum Qualification Requirements:

Applicants must meet the requirements as of the date of application, unless otherwise specified.

Education Requirement:

High school diploma, General Equivalency Diploma (GED), or equivalent AND one of the following No Child Left Behind options:

48 semester credits, baccalaureate level courses, from an accredited institution of higher education recognized by the Hawaii Department of Education. The forty-eight (48) credits may be from various programs or academic subject areas. In addition, of the 48 credits from baccalaureate level courses, 3 must have been for math and 3 for English courses.

An Associate in Arts (AA) or Science (AS) degree or higher from an accredited institution recognized by the Hawaii Department of Education. The credits earned for the degree must include a minimum of 48 credits for courses that are baccalaureate level.

Successful completion of the ParaPro Assessment provided by the Educational Testing Service (ETS) – ***may be completed post-hiring.***

Experience Requirement

Educational Assistant I

None.

Educational Assistant I

One (1) school year of General 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, 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.

Educational Assistant III

In addition to the experience required of the Educational Assistant II, one (1) school year of Specialized work Experience involving direct contact with students and which included student management (in directing activities, ensuring order, etc.). The work experience must have provided familiarity with common academic, social, behavioral, and developmental problems of students, and the opportunity to observe the resolution of these problems by professional staff, or participate in problem resolution under direction of professional staff. The work experience must also have involved using a variety of instructional materials, techniques, and equipment, and performance of specific instructional, counseling, or guidance tasks and testing routines. This type of work experience is generally gained in an educational setting by positions providing a variety of supportive services to professional personnel directly engaged in the academic, personal, social, and/or vocational development of students.

Substitutions Allowed

Possession of a Certificate of Completion in Child Services or related program from an accredited community college may be substituted for one-half (1/2) year of General Experience.

Successful completion of coursework in a curriculum leading to an Associate in Science degree in Teacher Aide, Educational Assistant, Early Childhood Education or equivalent, from an accredited community college which did not include the completion of a practicum which involved instruction-related activities may be substituted for the General Experience on the basis of fifteen (15) semester credits for one-half (1/2) year of the experience.

Successful completion of coursework in a curriculum leading to an Associate in Science degree in Teacher Aide, Educational Assistant, Early Childhood Education or equivalent, from an accredited community college which included the completion of practicum which involved instruction-related activities may be substituted for General and/or Specialized Experience on the basis of fifteen (15) semester credits for one-half (1/2) year of experience.

Possession of an Associate in Science degree in a field such as Teacher Aide, Educational Assistant, Early Childhood Education or equivalent from an accredited community college which included successful completion of a practicum which involved instruction-related activities may be substituted for all of the General and all of the Specialized Experience requirements.

Successful completion of coursework in a curriculum leading to a bachelor's degree from an accredited four (4) year college or university may be substituted for the General Experience on the basis of fifteen (15) semester credits for one-half (1/2) year of the experience provided that there is also 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.

Possession of a bachelor's degree in Education or its equivalent from an accredited four (4) year college or university may be substituted for all of the General and Specialized Experience requirements.

Possession of a Professional Diploma in Education or its equivalent from an accredited four (4) year college or university may be substituted for all of the General and Specialized Experience requirements.