



PO Box 1494, Pahoa, HI 96778
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Hawaii Academy of Arts and Science PCS seeks the following positions for 2019-2020 school year:

Teacher Assistant

36 hours per week
Kealanui Grade 1

Summary:

- Provides assistance to teachers, counselors, and others by learning and performing a variety of instruction-related and/or counseling or guidance support tasks; and performs other related duties as assigned including clerical tasks.
- Assists in the implementation of daily activities in the classroom.
- Assists in planning and preparing the learning environment, setting up needed materials and supplies.
- Facilitates student participation during lessons lead by teacher.
- Assists students in small groups and with one on one support to reinforce learning concepts presented by teachers.
- Supervises students in either large group, small group, or one on one tutoring activities.
- Provides individual tutoring for students who may need additional help.
- May teach elective class as needed.

Education, Experience and Qualifications:

Bachelor's degree preferred. Associates or two years college required.
Relevant experience working with school age children.
Excellent communication and interpersonal skills.
Prefer Substitute Teacher Certification.
Valid driver license and satisfactory traffic abstract.

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: 12/15/19 or until filled.

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