

Educational Assistant
Job Description
Voyager Public Charter School

Voyager Public Charter School is a K-8 learning community in Honolulu, HI, dedicated to the aim of Joy in Learning. We seek a full-time, 10-month Educational Assistant to work with our Special Education department to provide inclusion and pull-out services and support for our early elementary students, Kindergarten through 2nd grade. Ideal candidates will have experience working with early elementary age students in an educational setting.

EDUCATIONAL ASSISTANT I, II or III

Duties Summary:

Provides assistance to a professional educator by performing a variety of educational related supportive tasks; receives training in classroom and/or guidance office operations, expected roles, and functions; and performs other related duties as assigned.

Knowledge and Abilities Required:

Knowledge of: Standard English language communication skills in order to speak, read and write effectively; and basic arithmetic,.

Ability to: Understand and follow oral and written instructions; learn and perform a variety of classroom activities and related clerical tasks; learn classroom management and student care methods and techniques; speak and work effectively with students and others; learn practical aspects of educational program goals, functions and activities; and learn to use duplicating and other office and classroom machines and equipment.

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:

1. 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.

2. 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.
3. Successful completion of the ParaPro Assessment provided by the Educational Testing Service (ETS).

Salary: \$25,200-\$29,450 (10-month), depending on experience and placement (EA I, II or III).

Medical, Leave and Retirement benefits. Salary to be paid through DOE payroll.

Hours: 8am-4pm M-F

Start Date: July 30th, 2020

Application materials can be found at <https://voyagerschool.com/employment/>