



Job Posting

Job Title: Teacher Assistant - Mahi'ai (Cultivator/Farmer)

Reports To: Assistant School Director and School Director

Classification: Full Time, Classified, 10 month, Exempt from Civil Service

FLSA Status: Non-exempt

Bargaining Unit: 03

SUMMARY

Provides assistance to teachers and others by learning and performing a variety of instruction-related and/or guidance support tasks; and performs other related duties as assigned including clerical tasks.

Responsible for the Mahi'ai (Agriculture) Program in perpetuating traditional and technical aspects of cultivation and harvesting of Kalo (taro) and other vegetation for sustenance and sustainability.

May teach elective class as needed.

Responsible for contributing to and implementing the school's mission and vision of being an Agri-Science project-based learning community committed to bringing forth academic excellence with the Hawaiian culture, practices, and values as the guiding principle.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Plan, coordinate, and implement in collaboration with teachers the maha'ai (agriculture) program to ensure sustainable cultivation and harvesting throughout the school year.
2. Assists in the implementation of daily activities based on verbal or written instructions from the teacher.
3. Assists in planning and preparing the learning environment, setting up needed materials and supplies.
4. Assists in the implementation of daily activities in the māla (garden).
5. Facilitates student participation during lessons lead by teacher.
6. Assists students in small groups and with one on one support to reinforce learning concepts presented by the teacher.
7. Supervises either large group or small group activities.
8. Supervises students in the māla (garden), on the playground, on field trips, when the teacher is out of the class.
9. Facilitates conflict resolution in and out of the classroom.
10. Takes daily class attendance, and maintains attendance records.
11. Collects and distributes homework and assignments, school newsletters, etc.
12. Collects and corrects student homework assignments.
13. Supports students with completion of missed homework.
14. Helps with general housekeeping.
15. Distributes meals and snacks as needed.
16. Types, files, and photocopies materials.
17. Attends all required staff meetings.

18. Treats all children with dignity and respect.
19. Assures the health and safety of students.
20. Maintains professional attitude.
21. Maintains confidentiality about children, their families, and other employees.
22. Models appropriate behavior at all times, including speech/language and manners.
23. Arrives for work on time and has consistent attendance.
24. Assists the teacher in any other appropriate ways.
25. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

Bachelor's Degree or Associate's Degree preferred. Relevant experience in working in agriculture. Experience working with children. Valid driver's license and traffic abstract.

Desired competencies include self-motivation; enthusiasm; collaboration; high work standards; critical thinking; creativity; flexibility; and initiative.

Understanding and familiarization with the Hawaiian culture, language, and practices desired.

Recommended Qualifications:

Knowledge of: Standard English language communication skills in order to speak, read and write effectively; grammar; arithmetic, including addition, subtraction, multiplication and division; student/classroom management techniques; and common academic social, behavioral and developmental problems of students; awareness of educational program goals.

Skills/Abilities: 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 agriculture, and be able to acquire additional skills for use in the mahi'ai (agriculture) program 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.

COMMUNICATION, MENTAL AND PHYSICAL DEMANDS

Language Skills: Ability to speak, read and write effectively. Ability to read, analyze, and interpret written documentation. Ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech.

Mathematical Skills: Ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages and fractions; and interpret same as may be appropriate.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, walk, bend, sit, read, talk or hear. The employee must occasionally lift and/or move up to 50 pounds. The employee will spend long hours in an outdoor environment with exposure to different weather elements. The employee may spend some time sitting and using office equipment including but not limited to computers, 10 key, telephones, copiers, and

facsimiles. The employee will manipulate the mouse and keyboard. This includes repetitive motions and movements that frequently and regularly require using the wrists, hands and/or fingers. The employee must be able to move or carry job-related objects or materials and capable of reaching to obtain items such as books, printouts, and files.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK HOURS

To be determined based on classroom and school needs. Occasional travel may be required.

COMPENSATION

According to applicable collective bargaining agreement.

OTHER

All Charter School Employees are considered year to year temporary hires and employment is contingent upon funding and student enrollment.

APPLY: To apply, email your cover letter and resume to hr@nawaiolapcs.org.

DEADLINE TO APPLY: Until position filled.