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[www.haaspcs.org](http://www.haaspcs.org)

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

**Paraprofessional Educator**

InDigital

19 hours per week (8:30am-12:15pm)

Student days only

**Summary:**

A Paraprofessional Educator works under the supervision of teachers or other professional practitioners. Their jobs are instructional in nature and they provide other direct services to students and their families.

Essential duties include but are not limited to the following:

1. Provides instructional support services under the direct supervision of a highly qualified teacher or professional practitioner.
2. Provides one-on-one tutoring.
3. Assists with classroom management.
4. Provides instructional assistance in a computer laboratory.
5. Provides instructional support in a library or media center.
6. Conducts parental involvement activities
7. Acts as a translator.
8. Carries out relevant research as needed.
9. Performs tasks and prioritizes effectively in high-pressure environments.

**Education, Experience and Qualifications:**

1. Forty-eight semester credits of baccalaureate-level courses from a regionally accredited institution of higher education recognized by the Department. The 48 credits may be from various program or academic subject areas. In addition, 6 of the 48 credits must have been for math and English courses at the baccalaureate level. Or,
2. An Associate in Arts (AA) or Science (AS) degree from a regionally accredited institution recognized by the Department. The credits earned for the degree must have been for courses that are baccalaureate level. Or,
3. A certificate with a minimum score of 459 on the ParaPro Assessment provided by the Educational Testing Service.

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:** February 16, 2020 or until filled.

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