

Vacancy Announcement: Open until filled

Waimea Middle Public Conversion Charter School

67-1229 Mamalahoa Highway

Kamuela, HI 96743

Tel 808-887-6090

Fax 808-887-6087

This is to announce the following vacancy for the 2022-23 school-year:

Para Professional Tutor Direct Instructional Support (PPT DIS) Up to 19 Hours Per Week

Position is at Waimea Middle School, a Public Conversion Charter School in Kamuela, Hawai'i.

Position Description:

The PPT DIS, under the direct supervision and in close and frequent proximity of a regular classroom teacher, provides instructional support services to a student or group of students:

1. Assists with classroom management, including organizing instructional and other materials,
2. Assists students in a computer laboratory,
3. Assists students in a library or media center

Performs a variety of tasks with major responsibility being the support of middle school learners. All services will focus on preparing students to successfully meet academic standards and individualized goals with emphasis on literacy and numeracy. Primary duties include working with students in classroom and/or pull-out settings to support successful mastery of appropriate content. Organization and communication skills are essential for working with supervisors, teachers, students, and families.

Desired Education and Experience:

Bachelor's degree preferred with some experience teaching or otherwise working with youth.

How to Apply:

Please send application to Waimea Middle School – Attention: Michelle Akiona

- Mail: 67-1229 Mamalahoa Highway, Kamuela, HI 96743
- Phone: 808-313-7510
- Email: Michelle_Akiona@wmpccs.org
- Fax: 808-887-6087

Applicants must include:

1. Résumé including qualifications, relevant experience and any licensure
2. Letter of interest for the specific position
3. WMS Employment Application (can be downloaded from school website)

www.WaimeaMiddleSchool.org

"Waimea Middle School empowers all students with the skills, values and cultural understanding to successfully navigate high school and beyond."