

Vacancy Announcement

Posting Date: February 22, 2023

Application Period: Until Filled

Waimea Middle Public Conversion Charter School

67-1229 Mamalahoa Highway

Kamuela, Hawai'i 96743

Tel 808-887-6090

Fax 808-887-6087

This is to announce the following vacancy for the 2023-2024 school year:

Adult Supervisor

Position is at Waimea Middle School on Hawai'i Island. The school is a public conversion charter school and the position is a Casual Position – 19 hours a week

Position Description:

The Adult Supervisor provides supervision and assistance to students for recess activities and on the bus to and from school. The Adult Supervisor will oversee students in the outside play areas and may be required to conduct a variety of indoor and outdoor games and activities and ensure quality support to students during the recess breaks.

This position is under the direct supervision of the middle school Principal.

How to Apply:

Please submit a letter of interest, resume, and copies of licensure to Waimea Middle School – Attention Michelle Akiona

- Mail: 67-1229 Mamalahoa Highway, Kamuela, HI 96743
- Phone: 808-887-6090
- Email: Michelle_Akiona@wmpccs.org
- Fax: 808-887-6087

www.WaimeaMiddleSchool.org

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

Waimea Middle Public Conversion Charter School

POSITION DESCRIPTION Adult Supervisor Casual Position – 19 Hours a Week

General Description:

The Adult Supervisor provides supervision and assistance to students for recess activities and on the bus to and from school. The Adult Supervisor will oversee students in the outside play areas and may be required to conduct a variety of indoor and outdoor games and activities and ensure quality support to students during the recess breaks.

Working collaboratively, the Adult Supervisor will demonstrate a strong commitment to the planning for improvement process in support of student learning and will also work in collaboration with administration regarding any discipline and/or safety issues.

Supervision:

Works under the general supervision of the school principal and is consistent with the Mission, Vision, Beliefs, and IKAIR core values of the school. Is responsible for being knowledgeable of and adhering to principal, school, and our local school board policies and directions. Exercises substantial judgment and independence of action in carrying out responsibilities consistent with such guidance.

Qualifications:

- Experience working with children and/or youth
- Ability to engage intentionally with students
- Good physical health and mobility
- Ability to move swiftly to assist other staff and students as situation dictates
- Ability to function well in varying weather conditions
- Able to be on feet for entire shift
- Prompt and reliable attendance
- Able to lift up to 20 lbs.
- First Aid/CPR Certification

Essential Duties:

- Supervise students to ensure a safe environment
- Report incidents and accidents through established forms and procedures
- Oversee outside play and/or activities
- Perform other duties or responsibilities assigned by the principal

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

www.WaimeaMiddleSchool.org

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