

Vacancy Announcement: Open until filled.

Waimea Middle Public Conversion Charter School

67-1229 Mamalahoa Highway, Kamuela, HI 96743

Tel (808) 887-6090 Ext. 222

Fax (808) 887-6087

This is to announce the following vacancy for the 2021-22 school-year:

Para Professional Educator (PPE) - Math To Provide Direct Instructional Support (DIS)

Casual Position – 19 hours per week - 2021-2022 SY

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

POSITION DESCRIPTION:

The PPE will work under the direct supervision and in close proximity of a classroom or special education teacher to provide instructional support to a student or group of students. The PPE will assist with classroom management, including organizing instructional and other materials; will assist students in computer support; will assist students with library or media support and/or assist with parental involvement activities. Works under the direction of the principal or designee.

BASIC EDUCATIONAL REQUIREMENTS:

PPEs must meet Every Student Succeeds Act (ESSA) Paraprofessional requirements via one of the following:

1. Forty-eight (48) semester credits, 100 level or higher from a regionally accredited institution of higher education; must have a minimum of three (3) credits in math and three (3) credits in English, or
2. An Associates degree or higher from a regionally accredited institution of higher education, or
3. Passing score of 459 or higher on the ParaPro Assessment provided by Educational Testing Service.

PHYSICAL AND MEDICAL REQUIREMENTS:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation. Full COVID-19 vaccination or regular COVID testing required of all school personnel as well as compliance with applicable mitigation strategies and guidelines.

HOW TO APPLY:

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

- Mail: 67-1229 Mamalahoa Highway, Kamuela, HI 96743
- Phone: (808) 887-6090 Ext. 221
- 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)

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

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

www.WaimeaMiddleSchool.org

Waimea Middle Public Conversion Charter School
Para Professional Educator (PPE) - Math
To Provide Direct Instructional Support (DIS)
Casual Position - 19 hours per week - 2021-2022 SY

Position Description

GENERAL SUMMARY:

The PPE will work under the direct supervision and in close proximity of a classroom or special education teacher to provide instructional support to a student or group of students. The PPE will assist with classroom management, including organizing instructional and other materials; will assist students in computer support; will assist students with library or media support and/or assist with parental involvement activities. Works under the direction of the principal or designee.

MINIMUM QUALIFICATIONS:

- Must meet Basic Education state requirements (see below)
- Have at least 1.5 years of experience working in a professional environment
- Successful experience with the coordination of services for at-risk students and families
- Demonstrated ability to work effectively with teachers and families
- Effective communication, collaboration, and interpersonal skills for working with individuals from diverse backgrounds and professions
- Demonstrated ability to function as a positive collaborative member of a team
- Demonstrated interest and engagement in professional learning and reflection
- Reliability in attendance, punctuality, and follow-through

BASIC EDUCATIONAL REQUIREMENTS:

The PPE must meet Every Student Succeeds Act (ESSA) Para Professional requirements via one of the following:

1. Forty-eight (48) semester credits for baccalaureate level courses from an accredited institution of higher education recognized by the HIDOE. The 48 credits may be from various program or academic subject areas. In addition, three (3) credits must be for Math and three (3) credits for English courses, or
2. An Associate of Arts (AA) or Science (AS) degree from an accredited institution recognized by the HIDOE. The credits earned for the degree must include a minimum of 48 credits for courses that are baccalaureate level, or
3. Successful completion of the Para Pro Assessment provided by the Education Testing Service (ETS).

DUTIES AND RESPONSIBILITIES:

- Engages in positive behaviors at all times, treating students and colleagues with dignity and showing regard for individual differences and diversity.
- Is proficient in oral and written language and uses it to communicate information clearly, efficiently, and effectively.
- Understands his/her role in relation to other members of the team, participates in the team's processes for decision making and problem solving, shares ideas and viewpoints, and values and respects the perspectives and roles of others.

- Is well acquainted with policies, procedures and understands and practices their implementation particularly with regards to such issues as confidentiality, reporting suspected child abuse, use of school property, and student discipline and restraint.
- Exercises good judgment as a member of the educational team and as a school employee. The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
- Demonstrates regular attendance, punctuality, honesty, responsibility, concentration, and attention to detail.
- Willingly and intentionally participates in professional development opportunities.
- PPE, especially when employed in special education, ELL, or bilingual programs or in Title I schools and programs, becomes acquainted with general provisions of state and federal laws applicable to their student assignment. This includes such legal areas as ADA, IDEA, Section 504, FERPA, etc. When working in special education, develops a thorough understanding of the purpose of an IEP and how to implement those portions for which he/she is responsible to include such areas as individualized instructional support, restraint, use of time out, etc.
- Possesses and practices a basic understanding of learning styles, skill generalization, and the process by which students learn. Develops and maintains familiarity with the variety of materials used in their classrooms, particular instructional strategies the licensed educator employs, and strategies for the inclusion of all students in the learning environment.
- Monitors learning groups and effectively intervenes and assists with lesson development and summary.
- Recognizes cultural differences in beliefs, traditions and values. Provides positive acknowledgement of cultural differences and works to model and foster cross-cultural understanding and works toward effective communication across cultures.
- Uses data to develop a thorough understanding of the developmental levels of the student with whom he/she is working. Understands risk factors that prohibit or impede typical development. Recognizes cognitive, physical or social/emotional development which may impact student achievement. Possesses a basic knowledge of particular disabilities such as attention deficit disorder and specific learning disabilities, and their impact on development.
- Assists in the general management of the classroom as well as management of individual student behavior. Possesses a strong working knowledge of commonly used behavioral strategies such as positive reinforcement, modeling appropriate behaviors, using proximity management, and the appropriate use of time-out. Aware of and adheres to school guidelines around behavior management and discipline.
- Assists with other duties as requested by school Principal.

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