

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 immediate vacancy:

EDUCATIONAL ASSISTANT (1.0 FTE)

Position is at Waimea Middle School on Hawai'i Island. The school is a public conversion charter school and the position is included in the HGEA- BU 3 (10-month)

Position Description:

Provides assistance to professional educators, counselors, social workers, and others by performing a variety of instruction-related and/or counseling or guidance support tasks; and performs other related duties as assigned.

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
Educational Assistant 1.0 FTE (10-Month)**

GENERAL DESCRIPTION:

Provides assistance to professional educators, counselors, social workers, and others by performing a variety of instruction-related and/or counseling or guidance support tasks; and performs other related duties as assigned.

Essential Duties:

Perform a variety of designated classroom management, office, and related clerical tasks; learn and perform specific instruction-related tasks and testing routines; learn to use a variety of instructional materials and equipment; develop a familiarity with common academic, social, behavioral, and developmental problems of students and the materials, methods, and techniques used to observe, record, and cope with these problems.

Education Requirement

High school diploma, General Equivalency Diploma (GED), or equivalent AND one of the following No Child Left Behind options:

- 48 semester credits, baccalaureate level courses, from an accredited institution of higher education recognized by the Hawaii Department of Education. The forty-eight (48) credits may be from various programs or academic subject areas. In addition, of the 48 credits from baccalaureate level courses, 3 must have been for math and 3 for English courses.
- An Associate in Arts (AA) or Science (AS) degree or higher from an accredited institution recognized by the Hawaii Department of Education. The credits earned for the degree must include a minimum of 48 credits for courses that are baccalaureate level.
- Successful completion of the ParaPro Assessment provided by the Educational Testing Service (ETS).