

## **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:**

## **Migrant Education Para Professional Tutor (PPT) – 19 Hours Per Week**

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

### **Position Description:**

Under the general supervision of the Principal, 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.

### **Basic Educational Requirements:**

PPTs providing Direction Instructional Support (DIS) 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 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 Education 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)

**AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER**

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