

Vacancy Announcement

Posting Date: February 25, 2026

Application Period: Until Filled

Waimea Middle Public Conversion Charter School

67-1229 Mamalahoa Highway

Kamuela, Hawai'i 96743

Tel 808-313-7500

Fax 808-887-6087



This is to announce the following vacancy for the 2026-2027 school year:

English Language Arts (potential for 1.0 FTE)

Salary starts at \$53,649 and may vary based on qualifications.

The 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 HSTA- BU5 (10-month)

Position Description:

Assumes professional responsibility for providing learning experience in ELA as well as supervision of students in a supportive and positive climate that develops in each student the skills, attitudes, and knowledge to meet and exceed the Common Core State Standards.

Responsibilities include the design, selection, and effective delivery of curriculum and materials for maximizing student learning. Achieving academic excellence requires that the Social Studies Teacher work collaboratively with other members of the SS department, school administrators, faculty and staff, and with parents.

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 – Penina Nansen

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

“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
Position Description For:
English Language Arts (ELA) Teacher
10-Month Position – SY 2026-2027

General Description:

Assumes professional responsibility for providing learning experience as well as supervision of students in a supportive and positive climate that develops in each student the skills, attitudes, and knowledge to meet and exceed the Common Core State Standards. The English Language Arts Teacher shall empower each student to grow and meet their full potential, by designing English Language Arts instruction through activities that challenge students and inspire them to explore through fun and engaging learning experiences, critical thinking skills and evidence-based explanations. Achieving academic excellence requires that the English Language Arts Teacher work collaboratively with teachers and school administrators.

Supervision:

Works under the general supervision of the school principal and consistent with the Mission, Vision, and Beliefs for the school as well as the Priority Functions and Indicators of Success for the Local School Board. Responsible for being knowledgeable of and adhering to principal, school, and corporate policies and directions. Exercises substantial judgment and independence of action in carrying out responsibilities consistent with such guidance.

Qualifications:

- Hold or be eligible for a Hawaii State Teaching License with the appropriate subject-area authorization in English/Language Arts and Social Studies.
- Meet Sheltered Instruction Qualification (SIQ), required by the state.
- Demonstrate content knowledge for the subjects and levels being taught.
- Demonstrate knowledge and understanding of child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
- Have excellent integrity and demonstrate good moral character and initiative.
- Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
- Commitment to professional growth and reflection including collaboration and teaming.
- Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
- Demonstrate the ability to effectively communicate with parents, students, and staff verbally and in writing.
- Knowledge of and ability to use a variety of skills strategies to meet the diverse needs of students.
- Knowledge of and skill in culturally responsive teaching and learning.

Essential Duties:

- Plan and implement instruction to ensure that all students meet and exceed the Common Core State Standards in English/Language Arts and History.
- Plan for student success based on assessed needs of individual students and the use of data to determine each student's current knowledge and skill level and to measure progress.
- Maintain and provide reasonable and meaningful student grading and evaluation and communicate such information to students and parents.
- Demonstrate empathy, rapport, objectivity, and listening skills.
- Monitor the pacing of instruction and budget class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
- Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
- Provide a nurturing, supportive, and positive classroom climate that encourages student responsibility, using positive motivation, clear classroom routines, challenging instructional strategies, and effective classroom management techniques.
- Discipline students in a fair and consistent manner, using school approved procedures. Seek assistance of the parents and the Principal or designated supervisor when needed.
- Complete in a timely fashion all records and reports as required by law and regulation or requested by the Principal or designated supervisor.
- Maintain accurate attendance records.
- Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
- Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
- Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and assigned supervisor, and not otherwise prohibited by law or regulation.