

# Kau Ka Pe‘a Morning and Afternoon Connections Staff Duties SY 23-24

## Overview of the Connections Program

Under the Kau ka Pe‘a umbrella, Morning and Afternoon Connections provides an engaging program for students to start and end each day when an earlier arrival drop off or pick up is required because ‘ohana is working or attending school. Participants must be in PK-6th grade and have legal parents/guardians who are attending school, a job training program, or who are actively employed.

Morning Connections will run from 6:00-6:45 am daily

Afternoon Connections will run from 2:00- 5:00 pm daily

Interested staff should email [HR@Kamaile.org](mailto:HR@Kamaile.org) to be considered for employment.

## KKP- Connections Afternoon Program

### Program Leader (1 staff member )

**Hours:** 1:30- 5:30 pm daily

**Pay: \$35.00 per hour or EA/ Teacher ELT rate if already within working hours**

#### Genral Duties:

- Ensure the Connections space is set up daily and ready for students. The connections space will be in the cafeteria. M, T, R, F. Wednesday will be in designated classrooms. An earlier start time for the lead is in place for this additional preparation. (Alternate location may be in place for PK students)
- Establish and implement systems for accurate attendance (digital systems).
  - Arrival times and departure times must be recorded for each student
- Establish and implement systems for participant pick-ups. Checking IDs and ensuring adult is on the pickup list.
- Establish and implement systems to ensure PK, K, and 1st-grade students can safely reach the Connections location. This requires picking them up and walking them to the program before the end of the day.
- Establish and implement groupings for students to ensure age-appropriate activities and peer pairing.
- Develop a supervision schedule and assign groups to general staff. Monitor and support the implementation of a schedule.
- Develop an activity program that will engage students and ensure safety
- Practice emergency drills (fire/ lockdown) with students and staff.
- Serve as the communication lead for the program.
  - Communicate with parents and staff regarding operations, concerns, and changes to the program.

- Communicate with the Navigators Center director and on-duty administrators for any student concerns regarding safety, wellness, or behavior. File the appropriate incident report and document incidents.
- Communicate with parents regarding incidents.
- Communicate with the Navigators Center Director regarding program updates and needs.
- Establish a system to distribute and track after-school snacks for KKP participants.
- Be a model and leader for E Aloha:
  - Respect Self
    - High level of professionalism and responsibility for the program
    - Model strong attendance
  - Respect Others
    - Model professionalism in communication with colleagues
    - Establish TEAM amongst Connections staff
  - Respect Place
    - Model school policies and procedures
- Other duties as assigned.

### **Elementary Staff Group Leaders for Kinder- 6th grade (Up to 4 (1-15 ratio))**

**Hours:** 2:00- 5:00 daily

**Pay:** \$22.00 per hour or EA rate if already within working hours

#### **General Duties:**

- Ensure that students are adequately supervised and safe at all times.
- Ensure that emergency and safety procedures are followed at all times.
- Implement an engaging, age-appropriate enrichment program of activities, for students within the group.
- Report all safety incidents, injuries and behavior incidents to the program leader.
- Be a model and leader for E Aloha:
  - Respect Self
    - High level of professionalism and responsibility for the program
    - Model strong attendance
  - Respect Others
    - Model professionalism in communication with colleagues
    - Establish TEAM amongst Connections staff
  - Respect Place
    - Model school policies and procedures
- Other duties as assigned.

### **Early Learning Group Leader (up to 2) 3 and 4-year-olds (1-10 ratio)**

**Hours:** 2:00- 5:00 daily

**Pay:** 22 per hour or EA rate if already within working hours

#### **General Duties:**

- Ensure that students are adequately supervised and safe at all times.
- Ensure that emergency and safety procedures are followed at all times.

- Implement an engaging, age-appropriate enrichment program of activities, for students within the group.
- Report all safety incidents, injuries and behavior incidents to the program leader.
- Be a model and leader for E Aloha
  - Respect Self
    - High level of professionalism and responsibility for the program
    - Model strong attendance
  - Respect Others
    - Model professionalism in communication with colleagues
    - Establish TEAM amongst Connections staff
  - Respect Place
    - Model school policies and procedures
- Other duties as assigned.

### **KKP- Connections Morning Program**

#### **General Staff (Up to 3)**

**Hours:** 5:45- 6:45 AM

**Pay:** \$22.00 per hour or EA rate (can't double dip)

#### **General Duties**

- Establish and implement systems for accurate attendance (digital systems).
  - Arrival times and departure times must be recorded for each student
- Transition students to breakfast in the cafeteria at 6:45. KKP Morning Connections will be there for easy transition.
- Ensure that students are adequately supervised and safe at all times.
- Ensure that emergency and safety procedures are followed at all times.
- Implement an engaging, age-appropriate enrichment program of activities, for students within the group.
- Report all safety incidents, injuries and behavior incidents to the Navigator Center Director or the School Principal.
- Be a model and leader for E Aloha
  - Respect Self
    - High level of professionalism and responsibility for the program
    - Model strong attendance
  - Respect Others
    - Model professionalism in communication with colleagues
    - Establish TEAM amongst Connections staff
  - Respect Place
    - Model school policies and procedures
- Other duties as assigned.