

WAIMEA MIDDLE PUBLIC CONVERSION CHARTER SCHOOL

Vacancy Announcement

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 vacancy for the 2022-2023 school year:

'Ohana Engagement Facilitator

Limited Term Appointment: Annually renewable contingent on grant funding

Position Description:

The 'Ohana Engagement Facilitator is an integral part of the OHA Ke Awa Ho'omalu (Safe Harbor) Grant which seeks to strengthen the partnerships between our families, our school, and our community to provide wrap-around services to support our students' academic and social-emotional success. There are two objectives for this position:

- Design and implement a system of targeted student and family support services that will enable the school and families to partner to create personalized plans to increase the academic, behavioral, and social-emotional progress of Native Hawaiian students;
- Provide access to school and/or community resources for Native Hawaiian families whose children demonstrate the need for additional support.

This position is under the direct supervision of the middle school Principal.

How to Apply:

Please submit a letter of interest and resume 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

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

www.WaimeaMiddleSchool.org

WAIMEA MIDDLE PUBLIC CONVERSION CHARTER SCHOOL

POSITION DESCRIPTION

for

‘Ohana Engagement Facilitator - 2022-2023 School Year

Limited Term Appointment: Annually renewable contingent on grant funding

General Description:

The ‘Ohana Engagement Facilitator is an integral part of the OHA Ke Awa Ho‘omalulu (Safe Harbor) Grant which seeks to strengthen the partnerships between our families, our school, and our community to provide wrap-around services to support our students’ academic and social-emotional success. There are two objectives for this position:

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- Provide access to school and/or community resources for Native Hawaiian families whose children demonstrate the need for additional support.

Supervision:

Works under the general supervision of the school Principal. Responsible for being knowledgeable of and adhering to Principal, school, local school board, public charter school commission and relevant DOE policies and directions. Exercises substantial judgment and independence of action in carrying out responsibilities consistent with such guidance.

Minimum Qualifications:

- Hold a high school diploma
- Knowledge of the uniqueness of the middle school child
- Have at least 1.5 years of experience working in a professional environment
- Demonstrated ability to work effectively with students, 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

Preferred Qualifications:

- Skill and ability to utilize technology to aid communication, organization, and program implementation
- Knowledge of the Waimea community and the resources available to support students and their families

Essential Duties:

- Collaborate with the Administration, Counselors, Student Services Coordinator, and grade level teams to identify students who exhibit academic, social-emotional, or behavioral needs.
- Develop a list/catalog of support services available in the school and the community.
- Work with the students and their families to create personalized plans which will encourage families to be aware of the scope of their childrens’ needs and the resources available to address them.
- Assist families with connecting with the necessary school and/or community resources.
- Monitor the efficacy of each personalized plan and make adjustments as necessary.