

Kanuikapono Public Charter School • Job Description

Job Title:	Educational Assistant I		
Employment Type:	10-month	Division / Department:	Student Support
JOG code:	47482	Reports to:	Deputy Director or other designee
Collective Bargaining Unit:	Included	FLSA Status:	Non-Exempt
Pay Group / Salary Range:	03/SR08	State Comparable:	47.482 Educational Assistant I

Mākaukau: Required Skills, Qualifications, Experience & Education

- Ability to read, write and understand oral and written English and/or Hawaiian.
- Successful completion of a mandatory background check.
- Basic understanding of the Hawaiian world view, values and practices.
- Familiarity with and an adherence to current best practices in the performance of one's responsibilities.

‘Ike Pili ‘Oihana: Preferred Skills, Qualifications, Experience & Education

- Graduation from high school or higher.
- Actively pursuing the completion of the ParaPro Assessment provided by the Education Testing Service (ETS).
- At least 1 year of work experience involving direct contact with youth, usually gained in an educational setting, and an awareness of basic educational programs and activities.
- Basic knowledge of instructional methods and techniques.
- Awareness of youth management techniques.
- Basic knowledge of common social and behavioral problems.
- Understanding of children who have mild to moderate physical and/or mental disabilities, handicaps or special needs.
- Ability to work amicably with and relate to youth, their family, and fellow personnel.
- Deep understanding of the Hawaiian world view, values and practices.
- Conversational knowledge of Hawaiian language.

Kuleana: Role and Responsibilities

The kuleana of the EA I is to provide assistance to enable teachers to focus on specific learning tasks with students, including those who have physical disabilities, handicaps or special needs, by performing a broad variety of educational related supportive services as well as duties in the control and care of students.

Examples of Activities, Duties and Responsibilities

- Oversees students in carrying out assigned school work, ensures classroom order is maintained and teacher's instructions are followed.
- Gathers and assembles students for lessons and activities.
- Helps students prepare for lunch, breaks and/or using the restroom.
- Oversees playground and lunchtime activities to assure proper safety and behavior.
- Provides routine toileting and feeding assistance to handicapped students.
- Escorts students to and from bus stops or at drop-off/pick-up zones.
- Helps teacher prepare instructional materials and set up equipment.
- Tidies up classrooms, play areas, and other student facilities.
- Assists with special school projects, functions and events.
- Other related duties as assigned.

‘Ano: Characteristics, Traits & Capabilities

- Ahonui: Patience, tolerance
- Hiki Ke Kauka‘i ‘Ia: Dependable
- Ho‘okipa: Hospitable
- ‘Imi Na‘auao: Seek knowledge
- Kōkua: Helpful, provide assistance

‘Imi Na‘auao: Philosophy

The purpose of Kanuikapono Public Charter School is to manage and operate a culturally-based Hawaiian-focused charter school that is grounded in Hawaiian pedagogy and innovation with a commitment to Native education and community renewal for Anahola and its families. The mission of Kanuikapono PCS is to nurture lifelong learners able to embrace the world of our ancestors, 21st century skilled with aloha and respect for self, family, community and the environment. We envision a vibrant learning community grounded in Native education, academic rigor and community renewal. The traditions of aloha, kuleana and mālama ‘āina are central to the philosophy of the school.

Kuana‘ike: Perspective

The five most important Hawaiian concepts to incorporate into this job are:

- Aloha i ke Kula: Demonstrate a love for education
- Aloha Kekahi i Kekahi: Engage in care for one another
- ‘A‘ohe Hana Nui ke Alu ‘ia: Work together; no task is too small when shared by all
- Ma ka Hana ka ‘Ike: Learning through working
- Mālama i kou Kuleana: To steward and care for your responsibilities

Uku ‘Oihana: Compensation (Wages & Benefits)

- Annualized Salary
- Sick and/or Vacation Leave
- Medical, Dental, Vision coverage available through EUTF
- Retirement available through ERS

Ho'ākaaka: Clarification

Possession of the required number of years of experience will not in itself be the accepted proof of qualification for the job. The applicant's overall experience must have been of such scope and level or responsibility as to conclusively demonstrate that applicant has the ability to perform the duties or the job for which applicant is being considered.

All requirements, responsibilities and compensation in this job description are within the confines of and in accordance with the appropriate collective bargaining agreement. Nothing in this document shall supersede the collective bargaining agreement or any supplemental agreements.

The roles and responsibilities, and any optional duties, in this job description may or may not be part of the given job. Job may not be assigned all of the duties listed, nor do the examples herein necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the job.

Kanuikapono PCS is an equal opportunity employer as provided for by state and federal law.