

Vacancy Announcement

Posting Date: February 11, 2021

Application Period: Open Until Filled

Waimea Middle School

67-1229 Mamalahoa Highway

Kamuela, Hawaii 96743

Tel (808) 887-6090 Ext. 221

Fax (808) 887-6087

This is to announce the following vacancy for the 2020 – 2021 school year:

PPE Direct Instructional Support (DIS) For Special Education (19 hours per week)

**Position is located on Hawai'i Island at Waimea Middle School,
which is a Public Conversion Charter School.**

Position Description:

The PPE will work under the direct supervision and in close proximity of a classroom or Special Education Teacher to provide instructional support to a student or group of students. The PPE will assist with classroom management, including organizing instructional and other materials; Assist students in computer support; Assist students with library or media support and/or assist with parental involvement activities.

The PPE must meet Every Student Succeeds Act (ESSA) Paraprofessional requirements via one of the following: 48 semester credits, 100 level or higher from a regionally accredited institution of higher education, must have a minimum of: 3 credits math and 3 credits English OR Associates degree or higher from a regionally accredited institution of higher education OR Passing score of 459 or higher on the ParaPro Assessment provided by Educational Testing Service.

How to Apply:

Please send an 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 Provide:

1. Résumé including qualifications, relevant experience and required documents.
2. Letter of interest
3. References
4. Employment application (available on school website)

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www.WaimeaMiddleSchool.org

“Waimea Middle School empowers all students with the skills, values and cultural understanding to successfully navigate high school and beyond.”

Waimea Middle Public Conversion Charter School
Para Professional Educator (PPE)
To Provide Direct Instructional Support (DIS)
For Special Education

2020-2021 School Year

Position Description

GENERAL SUMMARY

The PPE will work under the direct supervision and in close proximity of a classroom or special education teacher to provide instructional support to a student or group of students. The PPE will assist with classroom management, including organizing instructional and other materials; will assist students in computer support; will assist students with library or media support and/or assist with parental involvement activities. Works under the direction of the principal or designee.

BASIC EDUCATIONAL REQUIREMENTS:

The PPE must meet Every Student Succeeds Act (ESSA) Para Professional requirements via one of the following:

1. Forty-eight (48) semester credits for baccalaureate level courses from an accredited institution of higher education recognized by the HIDOE. The 48 credits may be from various program or academic subject areas. Previous work with Special Education students.
2. Successful completion of the ParaPro Assessment provided by the Education Testing Service (ETS).

DUTIES AND RESPONSIBILITIES:

- Engages in positive behaviors at all times, treating students and colleagues with dignity and showing regard for individual differences and diversity.
- Is proficient in oral and written language and uses it to communicate information clearly, efficiently, and effectively.
- Understands his/her role in relation to other members of the team, participates in the team's processes for decision making and problem solving, shares ideas and viewpoints, and values and respects the perspectives and roles of others.
- Is well acquainted with policies, procedures and understands and practices their implementation particularly with regards to such issues as confidentiality, reporting suspected child abuse, use of school property, and student discipline and restraint.
- Exercises good judgment as a member of the educational team and as a school employee. Demonstrates regular attendance, punctuality, honesty, responsibility, concentration, and attention to detail.
- Willingly and intentionally participates in professional development opportunities.
- PPE, especially when employed in special education, ELL, or bilingual programs or in Title I schools and programs, becomes acquainted with general provisions of state and federal laws applicable to their student assignment. This includes such legal areas as ADA, IDEA, Section 504, FERPA, etc. When working in special education, develops a thorough understanding of the purpose of an IEP and how to implement

those portions for which he/she is responsible to include such areas as individualized instructional support, restraint, use of time out, etc.

- Possesses and practices a basic understanding of learning styles, skill generalization, and the process by which students learn. Develops and maintains familiarity with the variety of materials used in their classrooms, particular instructional strategies the licensed educator employs, and strategies for the inclusion of all students in the learning environment.
- Monitors learning groups and effectively intervenes and assist with lesson development and summary.
- Recognizes cultural differences in beliefs, traditions and values. Provides positive acknowledgement of cultural differences and works to model and foster cross-cultural understanding and works toward effective communication across cultures.
- Uses data to develop a thorough understanding of the developmental levels of the student with whom he/she is working. Understands risk factors that prohibit or impede typical development. Recognizes cognitive, physical or social/emotional development which may impact student achievement. Possesses a basic knowledge of particular disabilities such as attention deficit disorder and specific learning disabilities, and their impact on development.
- Assists in the general management of the classroom as well as management of individual student behavior. Possesses a strong working knowledge of commonly used behavioral strategies such as positive reinforcement, modeling appropriate behaviors, using proximity management, and the appropriate use of time-out. Aware of and adheres to school guidelines around behavior management and discipline.
- Assists with other duties as requested by school Principal.

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.

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