



Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

Haku 'ia 9/24/15

Kūlana (Position): Mathematics & Literacy Intervention Specialist (Papa 3-5)

12-month "at-will" position

Uku (Salary): Range from \$34,000-36,000

School Year 2015-2016

Position Summary

Implements the Response to Intervention (RtI) system and provides specifically targeted interventions at Mathematics & Literacy for grades 3-5. This position requires creative and active learning. Activities should include movement and creativity.

Minimum Qualifications

- Fluent in Hawaiian language
- Bachelors degree from an accredited college or university
- Knowledge of math content, elementary through Algebra I
- Experience in working with children, grades K-12

Desirable Qualifications

- Experience in working in a DOE or Public Charter School
- Ability to communicate effectively with teachers, students, and staff verbally and in writing
- Able to follow written and verbal instructions
- Ability to read and interpret complex written material
- Reliability in attendance, punctuality, and follow-through

Supervision

Under the supervision of the CSI Coordinator

Essential Functions

- Coordinate with the RtI provider the best support for students
- Provide high intensity support for all students including one-on-one and small groups
- Provide push in and pull out sessions with students to specifically in regards to mathematics and reading
- Create appropriate grade level assessments
- Plan and conduct intercession math and literacy camps and/or activities
- Collect and analyze data in order to make grouping decisions with kumu
- Provide feedback to the RtI provider on the effectiveness of the systems being used
- Attend school meetings, when required by Po'okumu
- Other related duties as assigned

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222 Desha Ave. / Hilo, Hawai'i 96720-4815 • Kelepona Phone 808.961.0470 / Kelepa'i Fax 808.933.0975



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Working Conditions: Indoors with/without air conditioning; Outdoors- all types of weather conditions

Hours: 7:30a-3:30p; w/ 1/2 hour paid lunch, Monday-Friday

Equipment Use: General office equipment- computer, copier/fax machine, phones

Physical, Mental and Communication Demands:

- Requires carrying, lifting and pushing (i.e. boxes, bags, etc.) more than 10 lbs, less than 25 lbs and reaching at various levels (at waist and below, to shoulder level and overhead)
- Requires active lessons, walking and standing for long periods of time in and out of the classroom
- Requires working under pressure to meet deadlines for the office staff; Use of judgment or discretion
- Requires working with different personalities
- Requires basic reading, writing, math and problem solving skills in both English and Hawaiian languages
- Requires basic verbal communication in both English and Hawaiian languages

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Inā hoihoi kekahi e noi hana, e ho'ouna mai i kāu leka hoihoi, ka mo'omō'ali hana a 'elua (2) leka kākō'o. 'O ka lā palena pau ka lā **16 'Okakopa 2015**. *If you are interested in applying, send in your letter of interest, resume, and two (2) letters of support. The deadline to apply is **October 16, 2015**.*

Hiki ke leka uila mai *You can email:* HR@kaumeke.net

Kelepa'i fax: (808) 933-0975

Leka mai mail: 1500 Kalaniana'ole Ave., Hilo, HI 96720

Kelepona: (808) 961-0470 ext. 225

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