State of Hawai‘i
Department of Education
Classified/Support Services Personnel
680 Iwilei Road, Suite 490
Honolulu, HI 96817

http://hidoejobs.k12.hi.us/

Educational Assistant I, II, III (Public Charter Schools)

An Equal Opportunity Employer

**OPENING DATE:** 12/25/07

**LOCATION:** Public Charter Schools.

Amended 11-17-09: Geographic Location Preferences

Recruitment Number: 072-7037

**SALARY:**
* Temporary salary adjustment due to furloughs and respective collective bargaining agreements

Click here for more information: http://doe.k12.hi.us

Educational Assistant I, SR-06, $1581.66 per month
Educational Assistant II, SR-08, $1714.16 per month
Educational Assistant III, SR-10, $1853.34 per month

Educational Assistants may work a ten-month or twelve-month work schedule. Educational Assistants who work a ten-month work schedule will be paid over a twelve-month period. An additional School Year Differential will be added to the monthly salary for all ten-month positions, contingent upon funding. Twelve-month positions are paid over a twelve-month period and follow the twelve-month salary schedule.

**LOCATION:**
Statewide - Public Charter Schools
For a directory of Public Charter Schools: Click here.

**VACANCIES:**
Permanent and Temporary, Full-time and Part-time

**NOTE:**
Temporary positions may be extended year to year, dependent upon funding and departmental needs. Making yourself eligible for temporary positions increases your employment possibilities and may lead to permanent opportunities.

A person hired for a temporary position may also become a temporary employee upon satisfactory completion of the initial probation period of at least six months. Once a temporary employee, you would be eligible to apply for promotion and transfer opportunities to permanent as well as other...
temporary positions. You may also enjoy other rights and benefits as afforded to an employee in a permanent position, with the exception of return rights and placement rights associated with a reduction-in-force.

Summary:

Level I
Provides assistance to a professional educator by learning and performing duties in the control and care of students; receives training in classroom and/or guidance office operations, expected roles, and functions; and performs other related duties as assigned, including clerical tasks.

Level II
Provides assistance to a professional educator by performing a variety of non-instructional and supportive tasks; receives training in instructional/counseling related tasks; and performs other related duties as assigned.

Level III
Provides assistance to professional educators, counselors, social workers, and others by performing a variety of instruction-related and/or counseling or guidance support tasks; and performs other related duties as assigned.

Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently. Possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Calculation of experience is based on full-time, 40-hour workweeks. Part-time experience is pro-rated. Example: Twelve months of experience at 20 hours/week is equivalent to six months of experience, not one year. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve months of experience at 60 hours/week is equivalent to one year of experience, not one and a half years.

To qualify, you must meet all of the following requirements:

MINIMUM QUALIFICATION REQUIREMENTS

Education Requirement:

The following minimum education requirements have been established within the parameters described by the Federal Government's No Child Left Behind Act of 2001. Note: To receive credit for your education you must submit an official copy of your college transcripts. On-line/internet copies of your transcripts are NOT acceptable.

1) 48 semester credits, baccalaureate level courses, from an accredited institution of higher education recognized by the Hawaii Department of Education. The forty-eight (48) credits may be from various program or academic subject areas. In addition, of the 48 credits from baccalaureate level courses, three (3) must have been for math and three (3) for English courses; OR

2) An Associate in Arts (AA) or Science (AS) degree from an accredited institution recognized by the Hawaii Department of Education. The credits earned for the degree must include a minimum of 48 credits for courses that are baccalaureate level; OR

3) A certificate with a minimum score of 459 on the ParaPro Assessment provided by the Education Testing Service (ETS). Click this link for ParaPro information: ETS ParaPro
General Experience* Requirement:
None for Level I; and, for Levels II and III, one (1) year of experience which involved direct interaction with people and which demonstrated the ability to provide and elicit information and to observe, evaluate and take action or report accurately on different situations.

In addition, either concurrently or separately, there must be evidence of demonstrated ability to organize materials, maintain records, and write descriptions, consisting of a few sentences, of occurrences or observations. There must also be a demonstrated awareness of basic educational programs, goals, functions, and activities which may have been gained through involvement in activities such as serving on school/community committees, advising youth groups, or taking part in parent/teacher/student meetings and activities.

Specialized Experience Requirement for Level III:
In addition to the General Experience Requirement, one (1) year of work experience involving direct contact with students and which included student management (in directing activities, ensuring order, etc.). The experience must have provided familiarity with common academic, social, behavioral, and developmental problems of students, and the opportunity to observe the resolution of these problems by professional staff, or participate in problem resolution under direction of professional staff. The experience must also have involved using a variety of instructional materials, techniques, and equipment, and performance of specific instructional, counseling, or guidance tasks and testing routines.

This type of work experience is generally gained in an educational setting by positions providing a variety of supportive services to professional personnel directly engaged in the academic, personal, social, and/or vocational development of students.

*One (1) year of General or Specialized Experience is defined as a school year approximately 180 "teacher duty" days or approximately 38 weeks per year.

Substitutions Allowed:

Note: If you are utilizing an allowable substitution of education for experience, you must submit an official copy of your college transcripts to receive credit.

1. Possession of a Certificate of Completion in Child Services or related program from an accredited community college may be substituted for one-half (1/2) year of General Experience.

2. Successful completion of coursework in a curriculum leading to an Associate in Science degree in Teacher Aide, Educational Assistant, Early Childhood Education or equivalent, from an accredited community college which did not include the completion of a practicum which involved instruction-related activities may be substituted for the General Experience on the basis of fifteen (15) semester credits for one-half (1/2) year of the experience.

3. Successful completion of coursework in a curriculum leading to an Associate in Science degree in Teacher Aide, Educational Assistant, Early Childhood Education or equivalent, from an accredited community college which included the completion of a practicum which involved instruction-related activities may be substituted for General and/or Specialized Experience on the basis of fifteen (15) semester credits for one-half (1/2) year of experience.

4. Possession of an Associate in Science degree in a field such as Teacher Aide, Educational Assistant, Early Childhood Education or equivalent from an accredited community college which included successful completion of a practicum which involved instruction-related activities may be substituted for all of the General and all of the Specialized Experience requirements.

5. Successful completion of coursework in a curriculum leading to a bachelor's degree from an accredited four
(4) year college or university may be substituted for the General Experience on the basis of fifteen (15) semester credits for one-half (1/2) year of the experience provided that there is also a demonstrated awareness of basic educational programs, goals, functions, and activities which may have been gained through involvement in activities such as serving on school/community committees, advising youth groups, or taking part in parent/teacher/student meetings and activities.

6. Possession of a bachelor's degree in Education or its equivalent from an accredited four (4) year college or university may be substituted for all of the General and Specialized Experience requirements.

7. Possession of a Professional Diploma in Education or its equivalent from an accredited four (4) year college or university may be substituted for all of the General and Specialized Experience requirements.

GENERAL INFORMATION

Citizenship Requirement: Applicants must be citizens, permanent resident aliens, or nationals of the United States. Non-citizens with unrestricted employment authorization from the U.S. Citizenship and Immigration Services may also apply.

Veteran's Preference Points: If you are claiming veteran's preference, submit or present a copy of your DD214 and/or other substantiating documents. Note: Indicate job title and recruitment number on DD214 to receive proper credit.

Examination: Applicants must qualify on an appropriate examination designed to measure the knowledge and skills necessary for satisfactory performance of the duties and responsibilities of the position. If a written, oral and/or performance test is required, the applicant will be notified at a later date of the time and place of the examination.

Basis for Rating: Ratings will be based on responses to the supplemental questions in this document. Follow all instructions carefully. Errors or omissions may affect your score. Your answers will be verified against the information you provide in your resume/application. Incomplete applications may not be considered for employment.

If the job bulletin requires postsecondary education or allows postsecondary education to substitute for experience, applicants MUST submit a copy of official transcripts. Education obtained outside the United States must be comparable to a degree earned at an accredited school in the United States. Classified/Support Services Personnel reserves the right to request evidence of comparability.

For information regarding the evaluation of education obtained outside the United States, please visit www.naces.org.

Please submit your documents by mail or hand deliver to:

Department of Education, Office of Human Resources, Classified/Support Services Personnel, 680 Iwilei Road, Suite 490, Honolulu, Hawaii 96817

Notification: You will be notified of your employment eligibility in writing.

Quality of Experience: Possession of the required amount of experience will not in itself be accepted as proof of qualification. The applicant’s overall experience must be of the scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Physical/Mental Requirements: Qualified applicants may be required to describe or demonstrate their
ability to perform the essential elements or tasks of the job, with or without reasonable accommodation.

**Pre-Employment Physical Examination Requirement:** Offers of employment are conditioned upon the results of a complete pre-employment physical examination. The applicant is responsible for the cost of the examination.

**Criminal History Record Check:** Individuals recommended for hire are required to undergo a criminal history record clearance and other checks, as applicable.

**Administrative Review (Internal Complaint):** Applicants are notified of their eligibility in writing. Those who do not agree with an action taken on the application must file a request for an administrative review with the Department of Education (DOE). It must be written and must specify the exact reason(s) for requesting a review. Requests must be postmarked within seven (7) working days from the date of notice. Mail to: Hawaii Department of Education, Classified/Support Services Personnel, 680 Iwilei Road, Suite 490, Honolulu, Hawaii 96817.

A change in rating will not affect the employment consideration of referred applicants or an applicant's appointment.

**Equal Employment Opportunity:** The Department of Education, State of Hawai’i, through its Superintendent of Education and state, complex, and school administrators, shall recruit, hire, upgrade, train, and promote its personnel in all jobs without discriminating against any person because of that person’s age, ancestry, arrest and court record, breast feeding, citizenship status, color, income assignment for child support, marital status, national origin, national guard absence, physical or mental disability, race, religion, sex, sexual orientation, uniformed service, and/or any other protected class covered by state or federal law. The Superintendent of Education and the department’s administrators shall ensure, through adequate monitoring, that all personnel actions shall be taken in accordance with the state or federal equal employment opportunity laws.

Harassment can be defined as discriminatory conduct that is sufficiently severe or pervasive in the workplace. The history of discriminatory harassment and the cases leading up to the current definition of harassment focus on the conduct of the harasser which is of vital importance. A claim for discriminatory harassment is usually based on a review of the following elements: 1) the complainant is a member of a protected class; 2) the complainant was subjected to unwelcome conduct; 3) the conduct was sufficiently severe or pervasive; and 4) the conduct altered the terms and conditions of the complainant's employment or created a hostile or abusive work environment.

While sexual harassment is one form of discriminatory harassment, all forms of discriminatory harassment based on a person’s protected category is strictly prohibited by the DOE.

**Civil Rights Complaint Procedure:** Upon being employed by the Department of Education, any employee who believes that he/she had been subjected to discrimination prohibited under civil rights laws or any employee who believes that he/she has been subjected to sexual harassment may seek redress through the Department’s Civil Rights Complaint Procedure #1110-11 of the Department’s School Code (1100 Series) and/or the appropriate federal administrative complaint procedure.

If you need additional information regarding anti-discrimination, call or write to:

Hawai`i State Department of Education  
Civil Rights Compliance Office  
Office of the Superintendent  
P.O. Box 2360  
Honolulu, Hawaii 96804
Phone: (808) 586-3322

If you believe you have been discriminated against by the Hawai`i Department of Education, you may file a complaint with any of the following agencies:

U.S. Equal Employment Opportunity Commission  
Honolulu Local Office  
300 Ala Moana Blvd., Room 7-127  
P.O. Box 50082  
Honolulu, Hawaii 96850-0051  
Phone: (808) 541-3120

U.S. Department of Education  
Office for Civil Rights  
Western Division, Seattle Office  
Henry M. Jackson Federal Bldg.  
915 Second Avenue, Room 3310  
Seattle, Washington 98174-1099  
Phone: (206) 220-7880

Hawai`i Civil Rights Commission  
850 Punchbowl St., Room 411  
Honolulu, Hawaii 96813  
Phone: (808) 220-8636

ADA REASONABLE ACCOMMODATIONS: The Department of Education shall provide reasonable accommodations to qualified disabled individuals, unless doing so would cause undue hardship. An individual is qualified as disabled if the individual has one or more mental or physical impairments which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. Major life activities include, but are not limited to hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning or working. The impairment must be permanent or long term.

If you would like to request a reasonable accommodation due to a disability during the application process, please contact us as soon as possible, but no later than at least seven (7) work days from your meeting or event. You may be asked to provide supporting documents for an accommodation. Please contact the following:

Teachers:  
Hawaii Department of Education – OHR  
ATTN: Judy Toguchi  
Phone: 808-586-3420 (voice or via relay)  
FAX: 808-586-4050  
Neighbor Island / Mainland: (800) 305-5104  
Or via the relay operator
Educational Officers
Hawaii Department of Education – OHR
ATTN: Judy Toguchi
Phone: 808-586-3420 (voice or via relay)
Fax: 808-586-4050
Neighbor Island / Mainland: (800) 305-5104
Or via the relay operator

Classified Positions
Classified/Support Services Personnel Recruitment Section
680 Iwilei Road, Suite 490
Honolulu, Hawaii 96817
Phone: 808-586-3420 (voice or via relay)
Fax: 808-586-4050
Neighbor Island / Mainland: (800) 305-5104
Or via the relay operator

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
http://hidoejobs.k12.hi.us/
OR
Classified/Support Services Personnel, 680 Iwilei Road, Suite 490
Honolulu, HI 96817
1. **Geographic Location Preferences:** Although there may not be vacancies at all schools, we are conducting recruitment for all locations in the event a future vacancy occurs. **Note: Many positions are temporary and may be extended year to year, depending on funding and departmental needs. Making yourself eligible for temporary positions increases your employment possibilities.** The school locations are listed in alphabetical order. Please check as many locations in the Public Charter Schools for which you are available. For more information on Public Charter Schools, click here.

- Connections New Century PCS, Hawaii District
- Hakipuu Learning Center PCS, Windward Oahu District
- Education Laboratory, A Hawaii New Century PCS, Honolulu District
- Halau Ku Mana A New Century PCS, Honolulu District
- Hakipuu Learning Center PCS, Windward Oahu District
- Hawaii Academy of Arts & Science, PCS, Hawaii District
- Halau Ku Mana A New Century PCS, Honolulu District
- Hawaii Tech Academy PCS, Leeward Oahu District
- Hawaii Academy of Arts & Science, PCS, Hawaii District
- Innovations PCS, Hawaii District
- Hawaii Tech Academy PCS, Leeward Oahu District
- Kamaile Elem, PCS, Leeward Oahu District
- Innovations PCS, Hawaii District
- Ka Umeke Kaeo PCS, Hawaii District
- Ka Umeke Kaeo PCS, Hawaii District
- Ka Waihona O Ka Naauao PCS, Leeward Oahu District
- Ka Waihona O Ka Naauao PCS, Leeward Oahu District
- Kanu o ka Aina New Century PCS, Hawaii District
- Kamaile Elem, PCS, Leeward Oahu District
- Ke Ana Laahana PCS, Hawaii District
- Kanu o ka Aina New Century PCS, Hawaii District
- Ke Kula Niihau O Kekaha PCS, Kauai District
- Ke Ana Laahana PCS, Hawaii District
- Ke Kula O Nawahiokalani Opuu PCS, Hawaii District
- Ke Kula Niihau O Kekaha PCS, Kauai District
- Ke Kula O Samuel M. Kamakau PCS, Windward Oahu District
- Ke Kula O Nawahiokalani Opuu PCS, Hawaii District
- Ke Kula O Nawahiokalani Opuu PCS, Hawaii District
- Kanu o ka Aina New Century PCS, Hawaii District
- Ke Kula Pacific PCS, Hawaii District
- Ke Kula Pacific PCS, Hawaii District
- Kona Pacific PCS, Hawaii District
- Kualapuu Elem PCS, Maui District
- Kula O Ka La PCS, Hawaii District
- Lanikai Elem PCS, Windward Oahu District
- Lanikai Elem PCS, Windward Oahu District
- Myron B. Thompson Academy PCS, Honolulu District
- Myron B. Thompson Academy PCS, Honolulu District
- Volcano School of Arts & Sciences - A Community PCS, Hawaii District
- Volcano School of Arts & Sciences - A Community PCS, Hawaii District
- Voyager A Public Charter School, PCS, Honolulu District
- Voyager A Public Charter School, PCS, Honolulu District

http://agency.governmentjobs.com/hawaiidoe/job_bulletin.cfm?JobID=93346
2. **NO CHILD LEFT BEHIND (NCLB) REQUIREMENT:** From the statements below, select the option that BEST describes your background as it relates to meeting the federally mandated NCLB education requirement. **Note:** You must provide a copy of your official transcripts to receive credit for your education. On-line/internet copies of your transcripts are NOT acceptable.

- I possess an Associate in Arts (AA) or Science (AS) or higher degree from a regionally accredited college or university recognized by the Hawaii Department of Education that included at least 48 semester credits of 100-level or higher courses.
- I have successfully completed at least 48 semester credits of 100-level or higher courses from a regionally accredited college or university recognized by the Hawaii Department of Education that INCLUDED three (3) credits in English and three (3) credits in Math.
- I have attained a score of at least 459 points on the ParaPro Assessment given by Educational Testing Service (ETS) and will provide a copy of my test results.
- I am a salaried Educational Assistant (EA) receiving benefits with the Hawaii Department of Education.
- I do not meet the requirements for No Child Left Behind as described above.

3. **GENERAL EXPERIENCE REQUIREMENT:** Do you possess at least one year of general experience that involved direct interaction with people which demonstrated the ability to provide and elicit information and to observe, evaluate and take action or report accurately on different situations?

- Yes  
- No

4. **DESCRIPTION OF DUTIES:** If you answered "Yes" to the question above, please provide the following information for EACH employer. **Note:** All employers listed below should also be listed on your application. 

   A. The employer's name, your job title, your dates of employment (from/to, month/year) and the average number of hours worked per week. 
   B. What was the primary function of your position? What were your major duties and responsibilities?

5. **EDUCATIONAL AWARENESS:** Do you possess an awareness of basic educational programs, goals, functions, and activities which was gained through involvement in activities such as serving on school/community committees, advising youth groups, or taking part in parent/teacher/student meetings and activities? If "no," so state; if "yes," please describe how you gained such awareness.

6. **SPECIALIZED EXPERIENCE REQUIREMENT:** Do you possess at least one year of experience involving direct contact with students that included student management (e.g., directing student activities, ensuring order, etc.) which provided a familiarity of common academic, social, behavioral, and developmental problems of students? If "yes," please provide the following information for each employer: 

   A. The employer's name, what type of company or organization, your job title, your dates of employment (from/to, month/year) and the average number of hours worked per week.
employment (from/to, month/year) and the average number of hours worked per week. B. What was the primary function of your position? What were your major duties and responsibilities? C. Was this a classroom situation? How many students and what age group were you directly responsible for? Were you the primary teacher in the classroom? Were you directly responsible for student evaluation/grades? Student discipline? Lesson planning? **NOTE:** If utilizing substitute/casual/on-call employment as experience (e.g. sub-EA, sub-teacher, part-time tutor, etc.), please attach a list of dates & hours for each position verified (signature & date) by the respective supervisor.

* 7. **ALLOWABLE SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** If you are utilizing an allowable substitution of education for experience, please select the one option that BEST describes your educational background. **Note:** You must submit an official copy of your college transcripts to receive credit.

- I possess a Certificate of Completion in Child Services or related program from an accredited community college.
- I have completed at least 15 semester credits of a curriculum leading to an AS degree in a field such as Teacher Aide, Educational Assistant, Early Childhood Education, or its equivalent, from an accredited community college.
- I have completed at least 30 semester credits of a curriculum leading to an AS degree in a field such as Teacher Aide, Educational Assistant, Early Childhood Education, or its equivalent, from an accredited community college.
- I have completed at least 15 semester credits of a curriculum leading to a bachelor's degree from an accredited four (4) year college or university.
- I have completed at least 30 semester credits of a curriculum leading to a bachelor's degree from an accredited four (4) year college or university.
- I possess an A.S. degree in a field such as Teacher Aide, Educational Assistant, Early Childhood Education, or its equivalent, from an accredited community college which INCLUDED the completion of a practicum which involved instruction-related activities.
- I have a bachelor's or higher degree in Education, or its equivalent, or Professional Diploma in Education, or its equivalent, from an accredited university.
- I do not have the training or experience as described above, but I am willing to learn.

* 8. **ABILITY TO LIFT AND CARRY:** Some Educational Assistant positions require the ability to lift and carry up to 50 pounds. Please indicate whether you are interested in such positions.

- Yes
- No

* 9. **DRIVER'S LICENSE:** Some Educational Assistant positions require possession of a current and valid driver's license. Please indicate whether you are interested in such positions. (If you mark "Yes," please provide a copy of your driver's license.)

- Yes
- No

* 10. **AMERICAN SIGN LANGUAGE:** Some Educational Assistant positions require the use of American Sign Language. Please indicate whether you are interested and proficient in American Sign Language and attest that you can fluently communicate through American Sign Language.

- Yes
- No

* 11. **SPEECH LANGUAGE THERAPY:** Some Educational Assistant positions require providing speech language therapy to students. Please indicate whether you are interested in such positions. (Note: Only applicants who qualify for level III can be considered for these positions.)
* 12. **HAWAIIAN LANGUAGE.** Some Educational Assistant positions require the ability to read, write, and speak the Hawaiian language. Please indicate whether you are interested in such positions.

☐ Yes  ☐ No

* 13. **Informational Note:**
A preliminary employment suitability investigation will be conducted for all applicants who are accepted for consideration. This process occurs prior to placement into the pool of eligibles. We appreciate your understanding and patience during this process.

☐ I acknowledge I have read and understand the above information.