POSITION DESCRIPTION

POSITION TITLE: Part-Time After-School Teacher

PROGRAM: Ha Initiative Creative Science, Technology, Engineering, and Math (STEM) After-School Program

GRADE: 9

FLSA STATUS: Exempt

REPORT TO: STEM Program Manager

INTRODUCTION:

The STEM Teacher is responsible for adapting and implementing STEM curriculum, developing lessons on and coaching robotics team, and teaching the after-school STEM program. The Teacher works closely with the Program Manager and volunteers (Community Mentors and Junior Leaders) to implement the overall goals of the program and to ensure a productive learning environment for children grades 2 – 8. The Teacher will be in an active and high energy environment.

CORE COMPETENCIES:

1. **Communications** - Must be able to communicate and work effectively with people of diverse social, economic and racial backgrounds.
2. **Teamwork** – Has the ability and desire to work cooperatively with others on a team and as appropriate as a team leader. Demonstrates interest, skill, and success in getting groups to learn to work together.
3. **Problem Solving** – Has the ability to systematically identify and define a problem, determines the cause of the problem, identify, and prioritize and select alternatives for a solution, and implement a "best fit" solution
4. **Build Collaborative Relationships/Teamwork** – Develops and maintains win/win relationships and partnerships. The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.
5. **Decision Making/Problem Solving/Analytical Ability** – Able to make difficult and appropriate decisions in a timely manner.
6. **Self Development** – Has the ability to demonstrate self-initiative and motivation for continuous learning, personal development and personal growth.

ESSENTIAL POSITION RESPONSIBILITIES:

- Adapt and implement existing STEM curriculum for students in grades 2-8. Plans
and implements a project-based curriculum focusing on Science, Technology, Engineering, and Math for children grades 2 – 8. The curriculum uses age-appropriate themes in conjunction with one-to-one tutoring and other activities.

- Must have some experience with robotics, especially in the FIRST Lego League Events.
- Establishes standards and timelines in line with agency goals for the program.
- Create lesson plans and submit to Program Manager.
- Provide constructive feedback on participant journals.
- Arrive in timely manner to set up classroom for lab block and prepare all materials and equipment needed for lessons.
- Participates in staff meetings and training programs, as may be required.
- May conduct meetings to impart program and participants progress, prepares weekly reports, and ensures that adequate teaching materials are available.
- Maintain clean classroom environment.
- Train and manage volunteers.
- Performs other related duties as assigned or required.
- Assist in planning and participate in quarterly family nights.

**MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION:**

Minimum 2 years of education from an accredited college or university in Elementary Education, Human Development, Science, Engineering, Math, or closely related field. Bachelor’s degree preferred.

**EXPERIENCE:**

Requires at least 1 year of formal or informal teaching experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must have a valid driver’s license and daily access to an automobile that is properly licensed and insured, or have access to timely transportation for work.
- Must have a current First Aid and CPR certificates or obtain one within 30 days of employment.
- Must provide evidence of TB test at time of employment.
- Must obtain FBI fingerprint clearance and comply with State of Hawaii “Criminal History Record Clearance”. Prior to beginning employment.

**REQUIRED SKILLS, KNOWLEDGE & ABILITIES:**
• Knowledge of and agreement with the goals and objectives of the after-school STEM program and its team approach towards meeting the needs of the participant.
• Ability to communicate and work effectively with people of diverse social, economic and ethnic backgrounds.
• Classroom management skills.

DESIRED SKILLS, KNOWLEDGE & ABILITIES

Bilingual/bi-cultural knowledge of Hawaiian, Samoan, Micronesian, Filipino, Korean, Vietnamese or Laotian.

PHYSICAL DEMANDS/WORKING CONDITIONS

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