

HONOLULU COMMUNITY ACTION PROGRAM, INC.

POSITION DESCRIPTION

POSITION TITLE:	Part-Time After-School Teacher
PROGRAM:	Hā Initiative: Creative Science, Technology, Engineering, and Math (STEM) After-School Program
GRADE:	9
FLSA STATUS:	Exempt
REPORT TO:	STEM Program Manager and Program Specialist

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:

- Plans, adapts, and implements existing and project-based curriculum focusing on

Science, Technology, Engineering, and Math (STEM) for students in grades 2 – 8. The curriculum uses age-appropriate themes in conjunction with one-to-one tutoring and other activities.

- Works together with the STEM Program Specialist/Teacher to implement the robotics education curriculum for students to prepare for and participate in the First Lego League Events.
- Establishes standards and timelines in line with agency goals for the program.
- Creates lesson plans and submits to Program Manager.
- Provides constructive feedback on participant journals.
- Arrive in a timely manner to set up the classroom for lab block and to 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.
- Maintains a clean classroom environment.
- Trains and manages volunteers.
- Assists in planning and participates in quarterly family nights.
- Performs other related duties as assigned or required.

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. Experience with robotics, especially in the First Lego League Events, preferred.

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, Chinese, Vietnamese, or Laotian.

PHYSICAL DEMANDS/WORKING CONDITIONS

	Never / Rarely	At Times	Often/ Constant
Work Locations : in doors			X
Work Locations : outdoors		X	
Work Locations : sitting		X	
Walking/standing			X
Bending/crouching/reaching, etc			X
Lifting/carrying - light (up to 10 lbs)			X
- medium (11 to 20 lbs)			X
- heavy (over 20 lbs)		X	
Contact with hazardous materials		X	
Dust, smoke, odors, noise, etc			X
Travel - inter-island	X		
Travel - long distance (mainland, international)	X		
Use standard office equipment (including PC keyboard)			X