

HONOLULU COMMUNITY ACTION PROGRAM, INC.

POSITION DESCRIPTION

POSITION TITLE: STEM Substitute Teacher

PROGRAM: Hā Initiative: Creative STEM After-School Program

GRADE: 5

FLSA STATUS: Non-Exempt

REPORT TO: Program Manager and/or Program Specialist

SUPERVISES: None

INTRODUCTION

The Substitute Teacher is responsible for adapting and implementing STEM curriculum in the absence of the Part-Time Teacher. The Substitute Teacher will work closely with the volunteers (Community Mentors and Junior Leaders) to continue and assure a safe and productive learning environment for children grades 2 – 8. The Substitute Teacher will be in an active and high energy environment. The Substitute Teacher will also conduct daily attendance and submit each day to the Program Manager and Specialist.

CORE COMPETENCIES

1. Communications - Must be able to communicate and work effectively with people of diverse social, economic and racial backgrounds. Must have the ability to read and write English at a high school level.
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. Under direction from Teacher Lesson Plans is able to implement a project-based curriculum focusing on Science, Technology, Engineering and Mathematics for children grades 2 – 8.
- Arrives in a timely manner to set up classroom for lab block and prepare all materials and equipment needed for lessons.
- Maintain a clean classroom environment.
- Completes and submits daily attendance sheet to Program Manager and Specialist at the end of each day.
- Secure all STEM equipment and supplies at the end of each day.
- Performs other related duties as assigned or required.

MINIMUM QUALIFICATIONS

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

EDUCATION

A high school diploma/equivalent is minimally required. An associate's degree in Science, Engineering, Math or related field is preferred.

EXPERIENCE

One year classroom experience in formal and informal learning, social interaction, networking, and the building of connections among students.

CERTIFICATES, LICENSES, REGISTRATION

- Must possess a valid driver's license and have daily access to an insured automobile.
- Must have a current First Aid and CPR certificate or obtain one within 90 days of employment.
- Must have a current a TB clearance or complete one prior to employment.
- Must obtain FBI fingerprint clearance and comply with the State of Hawaii "Criminal History Record Clearance."

REQUIRED SKILLS, KNOWLEDGE & ABILITIES

- Knowledge of and agreement with 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 skills preferably in Samoan, Micronesian, Filipino, Korean, Vietnamese or Laotian.

	Never/rarely	At times	Often
Work locations: indoors			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 or international)	x		
Use standard office equipment (including PC keyboard)			x