

## **HONOLULU COMMUNITY ACTION PROGRAM, INC.**

### **POSITION DESCRIPTION**

**POSITION TITLE:** Program Specialist/Teacher

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

**GRADE:** 11

**FLSA STATUS:** Exempt

**REPORT TO:** STEM Program Manager

**SUPERVISES:** STEM PT Teachers

### **INTRODUCTION**

The STEM Program Specialist/Teacher is responsible for assisting in the overall development, promotion, and implementation of the STEM after-school program. The program focuses on Science, Technology, Engineering, and Math in order to mentor, teach, and encourage children in 2nd through 8th grade to improve their skills, confidence, and interest in the STEM fields.

### **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**

- Assist Program Manager with the initiation and administration of the after-school program for low-income children in 2nd through 8<sup>th</sup> grade.
- Coordinate with Program Manager, staff, volunteers, and community partners to ensure participants receive support services.
- Plans and follows up on the implementation of the robotics education curriculum for students to prepare and participate in the First Lego League Events.
- Administers program follow-up on guidance, children's performance, and conducts reports established by the grantor or government agencies.
- Prepares required program reports, accounting, and auditing, for submittal by program deadlines to internal and external entities.
- Prepares periodic reports to assess program effectiveness and makes recommendations for changes as needed.
- Will be the lead teacher at one STEM Exploration Center and serve as a substitute teacher at other STEM Exploration Centers as needed.
- Maintains student records.
- Inputs daily attendance and analyzes data.
- Recruits, trains, and oversees volunteers.
- Conducts outreach and attends community events to promote the STEM program.
- Assists the Program Manager in developing curriculum.
- Provides program support by purchasing and delivering supplies to the STEM Exploration Centers as needed.
- 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**

An Associate's degree in Education, Human Development, Science, Engineering, Math or related field is minimally required. A Bachelor's degree in Education, Human Development, Science, Engineering, Math or related field is preferred.

## **EXPERIENCE**

Two (2) years of experience at a professional level in education, counseling, social sciences, human development, social work, business, or a related field. Experience with robotics, especially in the First Lego League Events, preferred.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must possess a valid driver's license and have daily access to an insured automobile. Mileage reimbursement available.
- Must have a current First Aid and CPR certificates or obtain one within 90 days of employment.
- Must provide TB clearance at time of employment. Clearance must be within one year of hire date.
- Must obtain FBI fingerprint clearance and comply with State of Hawaii "Criminal History Record Clearance".

## **REQUIRED SKILLS, KNOWLEDGE & ABILITIES**

- Ability to communicate and work effectively with people of diverse social, economic, and racial backgrounds
- Ability to gather, interpret data, to reach logical conclusions and make recommendations.
- Knowledge of education methodology, as well as laws and regulations, as they relate to Science, Technology, Engineering and Math for elementary and middle-school students.
- Ability to conduct orientations and pre-employment preparation classes.
- Ability to write clear, concise, and effective reports, letters, memos and maintain records.
- Must be able to work flexible hours, which may include nights and weekends.
- Ability to implement performance standards measures for the program.
- Knowledge of general educational and counseling theories, and techniques.

## **DESIRED SKILLS, KNOWLEDGE & ABILITIES**

- Knowledge of computers and applications, including internet access.
- Knowledge of business concepts and start up procedures.
- Effective at grant writing to secure program funding
- Able to prepare program budget and efficiently monitor program expenditures

**PHYSICAL DEMANDS/WORKING CONDITIONS**

	Rarely	at Times	Constant
Work Locations: in doors			<b>X</b>
Work Locations: outdoors		<b>X</b>	
Work Locations: sitting		<b>X</b>	
Walking/standing		<b>X</b>	
Bending/crouching/reaching, etc			<b>X</b>
Lifting/carrying - light (up to 10 lbs)			<b>X</b>
- medium (11 to 20 lbs)			<b>X</b>
- heavy (over 20 lbs)		<b>X</b>	
Contact with hazardous materials		<b>X</b>	
Dust, smoke, odors, noise, etc		<b>X</b>	
Travel - inter-island	<b>X</b>		
Travel - long distance (mainland, international)	<b>X</b>		
Use standard office equipment (including PC keyboard)			<b>X</b>