

HONOLULU COMMUNITY ACTION PROGRAM, INC.

POSITION DESCRIPTION

POSITION TITLE: Part-Time After-School Teacher

GRADE: 9

FLSA STATUS: Exempt

REPORT TO: STEM Program Manager and Program Specialist

SUPERVISES: None

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. 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

- 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 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 Elementary Education, Human Development, Science, Engineering, Math, or closely related field. A bachelor's degree in Elementary Education, Human Development, Science, Engineering, Math, or closely related field is preferred.

EXPERIENCE

One year of formal or informal teaching experience. Experience with robotics, especially in the First Lego League Events is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a valid driver's license and have daily access to an insured automobile that is 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 Time s	Often/ Const ant
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