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.
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