

JOB DESCRIPTION – Waikiki Community Preschool

Position Title: Educational Assistant

Department: Public Charter School

Bargaining Unit: Hawaii Government Employees Association (HGEA) Bargaining Unit 03

Position Type: [X] Full-Time [X] Civil Service [X] 10-Month Employee

Work Hours:

Monday – Friday (day shift) | 7 hours per day | 35 hours per week

Salary: Educational Assistant I \$41,652 annual
Educational Assistant II \$44,976 annual
Educational Assistant III \$46,800 annual

Final placement based on education, experience, and applicable civil service rules

Position Summary:

The Educational Assistant (EA) provides assistance to the classroom teacher and others by performing a variety of instruction-related and/or counseling or guidance support tasks; and performs other related duties as assigned. The EA should take into consideration student differences and needs and employ a variety of methods that are consistent with Waikiki Community Preschool's development and academic disciplines, in accordance with established guidelines, available resources, and the classroom teacher.

Mission Statement:

To inspire young learners to reach their fullest potential through community-focused learning that celebrates diversity, encourages creativity, and builds strong foundations for future success. We empower children to thrive in a nurturing environment where they are supported by and contribute to their community.

Vision Statement:

To be the heart of our keikis' early education, where children and families learn, grow, and create a better future together. We aspire to develop a generation of confident, compassionate, and engaged individuals who are deeply connected to their community and equipped to make a meaningful difference in the world.

Essential Duties and Responsibilities:

- Cultivates healthy, challenging learning environments and experiences; converses with children in a positive manner during child-initiated activities and during routines and transitions; greets children upon arrival and ensures safe departure; instructs and models appropriate behavior; encourages positive social rapport; assists in guiding children during transitions and routines; addresses conflicts between children; engages with children during play to promote development and learning in all domains of development.
- Implements and assesses learning experiences for children based on plans and goals established with or by the teacher; sets up activities/areas for children to participate in indoor learning centers, small or large group activities and outdoor activities;

supervise and conduct group and individual learning activities; builds positive relationship and guides children through supportive interactions.

- Observes children and documents/assesses their development and learning; collects other data as directed by the teacher.
- Ensures overall health and safety for children; assists children in areas related to health and safety, including toileting, handwashing, eating, resting, and playing; ensures healthy and safe environment, reports and follow-up on unsafe play/work areas and materials; sanitizes materials and surfaces when needed; assists children in dealing with stressful situations.
- Prepares and maintains materials and environment for learning experiences; organizes and prepares learning centers as guided by the teacher; observes children's use of materials and environment in order to provide modifications, adaptations, consult with teacher as needed.

Minimum Qualifications:

Basic Education Requirements:

1. Possess a high school diploma or General Equivalency Diploma (GED), **AND** one of the following minimum education requirements:
 - a. Possession of a current Child Development Associate (CDA) Credential with 3 years of direct experience working with children under 5 years of age in a childcare or preschool environment. **or**
 - b. Be *currently* enrolled in a program or coursework that prepares the individual to obtain a CDA Credential. Evidence of active pursuit toward completing the program must be provided annually to the school. Applicants selected for hire who qualify under this option must provide evidence of their active efforts to complete the preparatory coursework or obtain a CDA Credential with 3 years of direct experience working with children under 5 years of age in a childcare or preschool environment. **or**
 - c. Five years of direct experience working with children under 5 years of age in a childcare or preschool environment with evidence of intent to complete a program or coursework that provides the individual with CDA Credential, AA, AS or bachelor's degree from an accredited institution or source within 3 years from date of hire.

Preferred Qualifications:

- a. 48 semester credits, baccalaureate level courses, from an accredited institution of higher education. 3 credits must be in Math and 3 credits in English **or**
- b. Associates in Arts (AA) or Science (AS) or bachelor's degree from an accredited institution

Other Requirements:

- Ability to obtain an acceptable background check.
- Ability to obtain an acceptable CWS child abuse registry check and Sex Offender Registry Check.
- Testing negative for Tuberculosis within six months prior to employment.
- Successful certification for job fitness on physical as required by Charter School standards.

Employment Conditions:

- This is a civil service position covered under the Hawaii Government Employees Association (HGEA) Bargaining Unit 03, and is subject to all provisions of the collective bargaining agreement, including probation, evaluation, and grievance procedures
 - The position is located on-site at the Waikiki Community Preschool campus
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