

## **I. IDENTIFYING INFORMATION**

Class Title: Part-Time Teacher  
Contract Type: Casual  
Department: Education/Public Charter School  
Geographic Location: Waianae, Oahu, HI  
School: Kamaile Academy PCS

## **II. INTRODUCTION**

Part-Time Teachers (PTT) provides direct instructional support to a class, groups, or individual students to achieve the objectives established for programs designed to be appropriately operated with temporary and part-time staffing. These services include: lesson planning, evaluation/grades, maintaining records, and overall classroom management.

The work hours for PTTs may not exceed the total allowable work hours (17 hours per week) for casual employment.

## **III. MAJOR DUTIES AND RESPONSIBILITIES**

A. Planning: Plans learning experiences to meet the objectives of specified programs established to meet the special needs of target population students only.

- Prepares lesson plans to instruct target population students only in accordance with stated objectives of the specific program.
- Determines and outlines the coverage, specific goals, methods, techniques, training aids and projected timing for each phase of each lesson.

B. Teaching: Follows through with appropriate learning experiences to students as related to course instruction only; maintains effective classrooms management practices.

- Modifies plans to meet class schedules, particular group interests and individual student interests and needs.
- Assures that there is a definite relationship between the daily lesson plan and the subject matter content for the class period.

C. Evaluating and Advising on Student Progress: Observes student performance; selects, develops, administers and maintains objective criteria to determine student achievement and needs.

- Identifies learning and/or emotional programs of individual students and consults with specialists or refers students as may be needed for appropriate action.
- Consults with teacher as necessary.
- Counsels students; seeks assistance from specialty teacher when assistance is required.
- Confers with parents or guardians concerning the students' progress in class work, behavior and adjustment to the class or school routine; and suggest how they may help the students.
- Prepares reports and ratings on student progress as required.

#### **IV. MINIMUM QUALIFICATIONS**

- Forty-eight semester credits of baccalaureate-level courses from a regionally accredited institution of higher education recognized by the Department. The 48 credits may be from various program or academic subject areas. In addition, 6 of the 48 credits must have been for math and English courses at the baccalaureate level; or
- An Associate in Arts (AA) or Science (AS) degree from a regionally accredited institution recognized by the Department. The credits earned for the degree must have been for courses that are baccalaureate level; or
- A certificate with a minimum score of 459 on the ParaPro Assessment provided by the Educational Testing Service.
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#### **V. COMPENSATION**

Class A - Bachelor's Degree: \$22.43/hour

Class B - No Bachelor's Degree: \$20.67/hour