



HAWAI'I STATE JUDICIARY NOTICE OF EXEMPT (NON-CIVIL SERVICE) EMPLOYMENT OPPORTUNITY

HAWAIIAN LANGUAGE EDUCATION SPECIALIST

Salary: \$5,258 to \$5,690 per month, or \$63,096 to \$68,280 annually (SR-22, Step C to F).*

*The starting salary may be at a rate between the salary range listed above, based on qualifications.

Location: This position is located in the King Kamehameha V Judiciary History Center (Center), Intergovernmental and Community Relations Department, Office of the Administrative Director of the Courts, in Honolulu, Hawai'i

Summary of Duties:

Major Duties and Responsibilities include:

- Schedules, confirms, and conducts educational tours of varying formats for students and adults based on Hawai'i Department of Education's (DOE) Social Studies and Language Arts Subject Standards, Ka Papahana Kaiapuni Standards, and constituent requests. Replies to teacher and student requests for content-based information. Creates school tour formats and instructional learning units for Ka Papahana Kaiapuni (Hawaiian Language Immersion Program) teachers and students. Represents the Judiciary at special events to promote the Judiciary's History Center school tour program, First Circuit Court school tour program, and the Judiciary Speakers Bureau. Assists Education Director's efforts to promote and increase participation in Center's programs.
- Communicates with judges to coordinate the Judiciary Speakers Bureau. Manages the Center's web-based school tour reservation program. Manages and generates communications via the Center's CRM software. Generates weekly schedule of museum tours for staff, volunteers, security, and maintenance. Tracks and monitors museum visitation, conducts education program research through surveys, evaluations, and visitor observation. Assists the Education Director with general website maintenance.
- Curates Hawaiian language collections materials. Translates historic documents from Hawaiian to English. Translates Center's educational materials into Hawaiian language and creates new Hawaiian language educational materials when existing content cannot be translated due to contextual issues. Assists Judiciary's efforts to promote use of Hawaiian language by developing and conducting training in Hawaiian language awareness and pronunciation for Judiciary employees.

- Develops mission-based online Hawaiian language web content for Ka Papahana Kaiapuni teachers and Hawaiian language speakers. Develops Hawaiian language multi-media and online presentations for use with DOE Performance Standards-based Ka Papahana Kaiapuni school tour formats. Assists the Education Director in areas of curriculum development for judges and teachers. Assists the Center's professional development programs for teachers.
- Maintains Center's filing systems for outgoing and ingoing correspondence, manuals, catalogs, and other reference materials. Performs general clerical duties including answering telephones, mailing, emailing, and faxing information to constituents and vendors. Monitors Center's office supplies and inventory, and orders supplies as necessary.
- Various other responsibilities related to the Center's enabling legislation and mission.
- Performs other duties as required.

Minimum Qualification Requirements:

Hawaiian Language Requirement: Applicants must possess knowledge of and the ability to speak, write, and read the Hawaiian language in addition to the English language, as you will be required to conduct tours in Hawaiian, read historical documents, translate Hawaiian into English and English into Hawaiian, and assist the Judiciary with policy relating to Hawaiian language.

Education: Undergraduate degree required, preferably in Education, Hawaiian Language, Hawaiian Studies, Museum Studies, or U.S. History.

Experience: At least two years of experience working with students in an educational setting, or experience as a museum docent or tour guide, to include demonstrable experience in the development of educational lesson/unit plan and historical interpretation.

General experience which demonstrates knowledge of English grammar, spelling, arithmetic; common office equipment, including desktop computers, software applicants including Microsoft Office, Canva and Prezi; and ability to read and understand oral and written instructions, carry out procedures in clerical work systems, and speak and write simply and directly.

Other Requirements: The position also requires the following:

- Ability and willingness to work a variable work schedule and to work beyond a normal work schedule, including evenings, days off, and holidays;
- Occasional off-island travel;
- A valid driver's license to drive to various locations to perform duties and responsibilities related to conducting education programs; and
- Ability to lift and carry up to 50 pounds.

Citizenship / Residency Requirements: Applicants must be citizens, lawful permanent residents (resident aliens) or nationals of the United States, or non-citizens with unrestricted employment authorization from the U.S. Citizenship and Immigration Services, U.S. Department of Homeland Security.

All applicants shall become residents of the State within thirty (30) days after beginning their employment and as a condition of eligibility for continued employment.

Benefits:

Eligible employees observe up to 13 paid holidays per calendar year, and earn up to 21 paid vacation days and 21 paid sick leave days per calendar year. Enrollment in medical, prescription drug, dental or vision care plans is available to eligible employees as well as membership in the State of Hawai'i Employees' Retirement System.

How to Apply: Email your resume which includes a statement about why you are interested in the position and how qualifications are met to **matt@jhchawaii.net**.

Recruitment will be conducted until the position is filled.