



JOB DESCRIPTION

Job Title: Classroom Specialist I

Department: Education - Digital Arts

Reports To: Computer Education Manager and Graphic Design Manager

Status: Part-time, Non-Exempt

Job Summary

Under the direction of the Computer Education Manager and Graphic Design Manager, the Digital Arts Classroom Specialist I plays a key role in supporting digital arts instruction. This position is responsible for assisting with classroom activities, providing guidance to participants, and helping to maintain a safe, dynamic, and inclusive learning environment.

Working closely with participants in both individual and group settings, the Specialist offers hands-on instructional support to enhance learning outcomes. The ideal candidate demonstrates strong interpersonal and communication skills, maintains a proactive and supportive classroom presence, and responds effectively to participants' needs as they arise. Building trust, encouraging creative expression, and promoting social-emotional well-being are integral to the role.

Essential Duties

Instructional Support

- Assist lead instructors and department managers by following established lesson plans and effectively using available instructional technology.
- Serve as a consistent and reliable support for the instructional team.
- Observe class dynamics and participant engagement; adapt support strategies to align with varying learning styles and interests.
- Actively engage with participants one-on-one and in groups to encourage creativity, collaboration, and participation.
- Share relevant observations and constructive suggestions with the Computer Education Manager and Graphic Design Manager to enhance curriculum design and classroom activities.
- Occasionally serve as a substitute for a lead department manager during scheduled absences or emergencies.

Administrative Tasks

- Participate in staff, volunteer, and intern meetings to review class outcomes and recommend instructional improvements.
- Assist with the preparation of reports and documentation, as needed.

Equipment and Supplies

- Notify the Computer Education Manager promptly if equipment or devices are lost, stolen, or require maintenance.
- Assist with installing updates for computers, iPads, and other classroom technology as directed.
- Monitor classroom supplies and submit requests when materials are low or unavailable.

Other Duties

- Perform other duties as assigned. This could include but is not limited to assisting other senior staff and other departments with activities, projects, and/or special events.

Mandated Reporter

As a Palama Settlement employee, you are legally required to report suspected child or vulnerable adult abuse or neglect to your supervisor, in accordance with applicable mandated reporting laws.

Working Conditions

- Environment: Primarily indoor, air-conditioned settings. Periodic outdoor activities may require exposure to sun and varying weather conditions.
- Schedule: Part-time; Monday–Friday, 2:00 PM–6:00 PM. Occasional early mornings, evenings, or weekends may be required.
- Location: Based at Palama Settlement; some off-site duties may be required. The Digital Arts Department is on the second floor, accessible only by stairs.
- Travel: Occasional travel for meetings and events.

Competency

- Problem Solving: Effectively identify issues.
- Customer Service & Interpersonal Skills: Responds promptly and maintains professionalism.
- Communication: Strong written and oral communication; adapts to the audience.
- Teamwork: Encourages collaboration and supports team goals.
- Leadership & Vision: Inspires trust and motivates others.

Qualifications

- Reasoning Ability: Strong analytical and logical problem-solving abilities.
- Additional Skills:
 - Proficient in operating office equipment, including printers and scanners.
 - Comfortable working with individuals from diverse cultural and economic backgrounds, including at-risk youth and participants with varied needs.
 - Demonstrates a genuine interest in working with children; remains calm and composed under pressure.
 - Strong multitasking skills and the ability to thrive in a fast-paced environment.
- Versatility in multiple disciplines or cross-functional skills is a plus.

Physical Demands

- Regular: Standing, talking, hearing, using hands, walking up and down stairs, and reaching with arms.
- Frequent: Sitting, walking, lifting up to 10 pounds.
- Occasional: Climbing, balancing, lifting up to 25–50 pounds.

Additional Requirements

- Background checks: (Hawai'i Criminal Justice Data Center, National Sex Offender Registry, National Criminal History Database)