

.....
Minimum Qualification Specifications for the Class:

DISTRICT PARENT COMMUNITY NETWORKING CENTER ASSISTANT
(DISTRICT PCNC ASSISTANT)

Prerequisite Knowledge and Abilities Required:

Knowledge of: Philosophy, goals, objectives and role of the Parent Community Networking Center (PCNC) program; basic educational goals; basic principles of oral communication including group informational sessions techniques; techniques and principles of interpersonal relationship skills; interviewing and motivating techniques; basic arithmetic (addition, subtraction, multiplication, division, percent and average); and proper English usage, grammar, punctuation and spelling.

Ability to: Understand and explain the philosophy, goals, objective and role of the school-site and district PCNC programs; speak effectively with individuals and before large groups; prepare clear and effective written correspondence, informational brochures and handouts for a range of audiences; prepare clear and concise reports; apply techniques and principles of interpersonal relationships skills; develop and maintain effective working relationships with a variety of individuals and groups; facilitate the monitoring and evaluation of school-site PCNC programs; organize and facilitate district and school-site PCNC program activities; organize, coordinate and/or conduct workshops and information dissemination sessions; meet and deal effectively with representatives of community and business organizations to foster their cooperation and participation in support of school and district PCNC goals and objectives; estimate funds required to carry out planned district PCNC activities; and prepare purchase orders and keep track of expenditures.

Basic Education Requirement:

Experience requiring the ability to read, comprehend and apply written directions and a high degree of verbal skill in addition to the ability to perform basic mathematical computations including percentages and averages. This experience may have been met from part-time and/or unpaid work. There must, however, be evidence that participation was on a continuous basis but not necessarily on a full-time normal work basis. This requirement may also be met by possession of a high school diploma.

Experience Requirements:

General Experience: Except for the substitutions provided for in this specification, applicants must have had general work experience of the kind and quality described below:

Two (2) years of paid or volunteer work experience in which the applicant worked with individuals and/or groups and was required to possess the following ability or demonstrated the same:

- a) Understand and explain various materials related to the program/project/activity.
- b) Establish and maintain rapport and effective working relations with individuals and groups and encourage participation in program/project activities.
- c) Communicate effectively with individuals and groups to impart and elicit pertinent information.
- d) Plan and conduct group information sessions.
- e) Prepare activity reports.

In addition, applicants must have had paid or volunteer work experience in a program which provided the applicant with knowledge of basic educational goals and the philosophy, goals, objectives and role of the PCNC program. There must also be evidence that the applicant understands the philosophy, goals, objective and role of the PCNC program and its relationship to the school, parents and community. This experience may have been gained concurrently or separately from the General Experience required.

Substitutions Allowed:

Substitution of Education for Experience: Successful completion of coursework from an accredited community college, college or university may be substituted for the General Experience up to a maximum of one and one-half (1-1/2) years. The education may be substituted for the required General Experience on the basis of fifteen (15) semester hours of coursework for six (6) months of experience, provided that at least three (3) credits per semester were in the social sciences or related areas and provided knowledge of basic principles and techniques of oral communication and interpersonal relationship skills.

The education may not be substituted for experience which provided knowledge of educational goals and the philosophy, goals, objectives and role of the PCNC program.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that applicant has the ability to perform the duties of the position for which applicant is being considered.

License Required:

Applicants must possess a valid license to drive in the State of Hawaii.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information, including the results of the medical examination, and requires the approval of the Superintendent or designee.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the minimum qualification specifications for the Executive Branch Civil Service class District PCNC Assistant by the Department of Education Civil Service system.

DATE APPROVED: MAR - 9 2006

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto
Assistant Superintendent
Office of Human Resources