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Minimum Qualification Specifications for the Class:

SCHOOL MUSEUM COORDINATOR

Basic Education Requirements:

Applicants must meet one of the following minimum education requirements which have been established by the State of Hawaii Department of Education for compliance with the requirements set forth for paraprofessionals in the federal No Child Left Behind Act of 2001.

1. Successful completion of 48 semester credit hours creditable toward an Associate in Arts, Associate in Science, or a Bachelor's degree from a regionally accredited college or university recognized by the Hawaii Department of Education. At least 6 semester credit hours must have been from coursework in English and mathematics.
2. Possession of an Associate in Arts or Associate in Science degree from a regionally accredited college or university recognized by the Hawaii Department of Education.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the type and quality described below:

Specialized Experience: One year of experience in which the individual participated in Hawaiiiana activities or programs that required the possession of Hawaiiiana knowledge, which primarily pertained to the ethno-cultural backgrounds, art, history, anthropology or geology of the islands and secondarily included some knowledge of several other areas. Such knowledge can be characterized as being more extensive than that of broad knowledge available to the general public, yet not in such depth as to be obtainable only by means of advanced academic or artisan level training. This experience may have been on a paid or volunteer basis and may have been on either a full-time or part-time basis but must have been continuous. Further, this experience must demonstrate that the individual possesses sufficient knowledge of Hawaiiiana to enable the individual to conduct informal instruction, demonstrations or programs (e.g. a discussion, with appropriate demonstration, of examples of the types of dance as performed in the various areas of the Pacific region) on various aspects of Hawaiiiana.

As part of the above-described Specialized Experience or as a result of other work experience, it must be evident that: 1) the individual possesses knowledge of, as well as the ability to perform, common office practices and routines such as chronological file maintenance or a system of inventory, monitoring and reordering common office supplies; and 2) the ability to plan, organize and carry out various activities under general supervision.

Substitutions Allowed:

Substitution of Education for Specialized Experience: Successful completion of thirty semester credit hours from an accredited university or college which included at least one course in Hawaiiana and courses in one or more of the following: anthropology, art, geology, sociology, history or any other field related to the preceding, may be substituted for the one year of Specialized Experience.

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.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, selective certification requirements may be established and 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 with or without reasonable accommodation 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 SCHOOL MUSEUM COORDINATOR by the Department of Education Civil Service system.

DATE APPROVED: OCT 23 2006

EFFECTIVE DATE: JUL - 1 2005



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources