



Kamehameha Schools offers a dynamic, innovative and collaborative work environment for growth-minded individuals who embrace culture and diversity.

Deeply committed to shaping a thriving and vibrant future for Native Hawaiians, Kamehameha Schools aims at finding the right people for the right roles, who bring talent and passion to our mission. Our workforce is comprised of full- and part-time, on-call, and seasonal employees who work in various positions at locations across Hawai'i pae 'āina (group of islands), including three K-12 campuses, 29 preschools, and other regional and support offices.



STAY CONNECTED WITH US THROUGH SOCIAL MEDIA

Linked in

www.linkedin.com/company/kamehameha-schools



www.facebook.com/KamehamehaSchoolsCareers/

Kamehameha Schools is an EEO/ Minorities/ Females/ Vet/ Disabled Employer

Contact our HR Department:
careers@ksbe.edu • (808) 534-8040



KAMEHAMEHA SCHOOLS®

567 South King Street
Honolulu, Hawai'i 96813

www.ksbe.edu





BENEFIT HIGHLIGHTS



Medical Eligible the first of the month following your hire date. KS will pay a percentage of the premiums for each employee's enrollment in medical, drug, vision and dental coverage.



Sick Leave Employees accumulate paid sick leave based on work year. Unused sick leave may be carried over to future years.



Vacation Employees accumulate paid vacation time based on work year and years of service. Unused vacation may be carried over to future years.



Tuition Reimbursement Eligible for up to 100% tuition reimbursement for courses directly related to the employee's current position and/or to enhance job skills and performances (certain restrictions apply).



401(k) Retirement KS matches 100% of your contributions, up to 6% of your pay.



Before-Tax Spending Accounts Allows employees to pay for certain health care and/or dependent care expenses while helping to reduce taxes by setting aside money on a tax-exempt basis.



Life Insurance Employees are automatically enrolled in basic life insurance at 1½ times their annual base pay, up to \$300,000 of which KS pays 100% of the cost. Options for employees to purchase additional coverage are available.



Family and Medical Leave and Hawai'i Family Leave Employees may request a family leave if they need time away from work for certain family reasons or serious health conditions. Leaves may be paid or unpaid, depending on circumstances.

TYPES OF POSITIONS WE HIRE FOR:

ATHLETICS	EDUCATION	CLERICAL / ADMINISTRATIVE	MANAGEMENT / PROFESSIONAL / TECHNICAL	SERVICES / TRADES	SUMMER / INTERSESSION
<ul style="list-style-type: none"> Coaches Assistant Coaches 	<ul style="list-style-type: none"> Preschool K-12 Campus Support Services Counseling Library Dormitory Medical Services Substitute Teachers 	<ul style="list-style-type: none"> Non-exempt positions in all areas 	<ul style="list-style-type: none"> Endowment Communications Finance and Accounting Human Resources Legal Information Technology 	<ul style="list-style-type: none"> Custodial Food Service Grounds Mailroom Security Trades Transportation 	<ul style="list-style-type: none"> Teaching Dormitory

HOW TO APPLY

APPLY ONLINE:

1. Go to www.ksbe.edu/careers
2. Click "Search Job Openings" under "About Us"
3. Scroll through the job listings or click "New Search" to conduct an advanced search by keyword, requisition number, island, location and/or category
4. To submit your application online, click "Apply now" at the bottom of the job description page
5. Be sure to click "Finish Profile" at the end of the application process to ensure your application is complete

Please note: Application closing dates may change.

Visit our website for the most up-to-date information regarding our vacancies.

HELPFUL TIPS WHEN APPLYING:

- Use a PC instead of a MAC
- Our system works best with Chrome or Firefox
- Have the following information ready:
 - Employment and address history for the past 10 years
 - 3 professional references
- Keep the file name and formatting of your resume as simple as possible (no tables, bullets, columns, special characters, etc.)
- You are welcome to select other positions to apply for after you click on "Finish Profile"; this will allow you to copy your application to other requisitions WITHOUT going through the application process again

