



INFANT/TODDLER (AGE 0-3)

DIRECTOR

- Minimum: 2 years college in ECE, Child Development or related field
- 30 hours of accredited course work in I/T development
- 2 yrs full time experience working with children under 3 yrs in licensed setting

LEAD CAREGIVER

- Minimum: 2 years of college (60 credits)
- 12 credits approved ECE or Child Development training courses
- 30 hours of accredited course work in I/T development
- 2 yrs full time experience working with children under 3 yrs in licensed setting

CAREGIVER

- Minimum: High school diploma
- 30 hours of accredited course work in I/T development
- 2 yrs full time experience working with children under 3 yrs in licensed setting

AIDE

- Minimum: High school diploma

All experience must be in licensed IT or GCC center

Come grow with us!

At The Cole Academy we love to support the professional growth of our team. As the children grow and develop, so can you! We offer assistance for you to advance within our company and prioritize internal advancement and promotions.

GROUP CHILD CARE (AGE 2-6)

DIRECTOR

- Minimum: CDA (Child Development Associate) or 2 yrs college (60 credits)
- 4 years of experience with children, 1 of those years with children of age appropriate to program to be directed

TEACHER

- Minimum: CDA or 60 College Credits or Bachelor's Degree (any field) from accredited college or university
- 12-16 college credits in approved ECE and/or CD courses
- 6 months-1 yr experience working in an Early Childhood Education program

ASSISTANT TEACHER

- Minimum: 2 years college (60 credits)
- 9 additional credits in approved ECE and/or CD courses
- 6 months experience working in an Early Childhood Education program

AIDE

- Minimum: High school diploma

All experience must be in licensed IT or GCC center



THE COLE ACADEMY

Paving the way for children to reach for their dreams is our specialty.

Our Campuses

Kailua: 780 Keolu Drive
 Downtown: 800 Bethel Street
 Kapolei: 1033 Ala Kahawai Street
 Mililani: 94-359 Makohilani Street
 Mauna Lani: 68-148 Hoohana Street

808-469-8900

jobs@thecoleacademy.com

www.thecoleacademy.com



Create or update your Registry!

<https://www.hiecregistry.org/>

Our Hiring Process

The Cole Academy is a year-round school with continuous recruitment. Employment is noncontractual, offering flexibility in location and role, plus ample opportunities for professional development.

APPLY ONLINE www.thecoleacademy.com/application-for-employment/

REFERRAL TO CAMPUS

Our recruiting team will review your resume, interests, qualifications, and location, and will refer you to a center director to set up an interview if there is a potential fit.

INTERVIEW & OBSERVATION

If there is a good mutual match assessed at the initial interview dialog, an onsite in-class observation will follow, to assess skills in action.

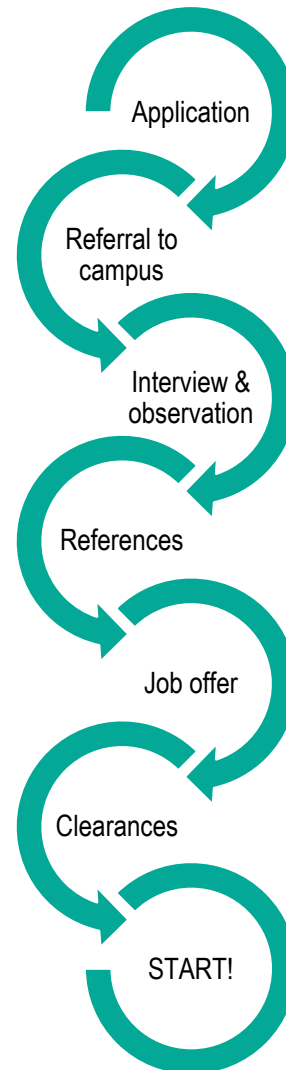
REFERENCES

Provide 3 references with email and phone contacts, who have worked with you professionally.

JOB OFFER & CLEARANCES

A conditional offer is possible on the same day as the interview or within a quick turnaround timeframe after your visit, with the following conditional clearances needed before the start date:

- Reference checks (provide references at-or-before your interview to expedite offer)
- Pre-employment fingerprinting, paid for by The Cole Academy
- Pre-employment drug test, paid for by The Cole Academy
- Medical & TB clearance
- Set up or update your Registry status with the Hawaii Department of Human Services Early Childhood Registry <https://www.hiecregistry.org/>



The Cole Academy is a nationally accredited program committed to providing early childhood education and care of the finest quality. We founded the schools to create an institution that put its utmost priority on the nurturing of young hearts and the development of young minds.

The schools are staffed by dedicated professionals who bring together decades of early childhood education expertise and experience. We are immensely proud of the team and look forward to welcoming the best-qualified candidates to the school's career ohana.

Family-owned and -operated, the schools' mission and purpose are to serve children, parents and our community. Our objective is educating the whole child, while fostering intellectual, creative, social and physical development.

We hope to welcome you aboard.

--Gina & Doug, founders & stewards

