

LEISHA ANN HIGA

EARLY CHILDHOOD EDUCATOR



808-381-5161 | leisha.higa@outlook.com | Pearl City, Hawaii 96782 | [linkedin.com/in/leishahiga/](https://www.linkedin.com/in/leishahiga/)

PROFESSIONAL OVERVIEW

Dedicated Early Childhood Education professional with over 10 years of classroom and administrative experience. Validated as a Level 4.3 Framework Professional and Registered Group Child Care Center Director & Teacher through the Hawai'i DHS Registry (PATCH). Specialized expertise in implementing Teaching Strategies GOLD® assessments to eliminate bias and support diverse learners. Committed to creating safe, nurturing, and instructionally rich learning environments that foster early literacy, language acquisition, and developmental milestone success.

WORK EXPERIENCE

Parkway Village Preschool | Kapolei, Hawaii

Feb 2025 - Mar 2026

Educational Assistant - Pre-Kindergarten

- Support daily classroom instruction, student routines, and transition management in a public charter Pre-K environment.
- Document milestone progress using standardized digital reporting platforms and Teaching Strategies GOLD® parameters.
- Maintain a secure, sanitary, and organized classroom setting adhering fully to strict state health codes.
- Assist schoolwide administrative and digital operations, including website content management and resource tracking.

Hawai'i State Department of Education | Waipahu, Hawaii

Dec 2023 - Apr 2024

Office Assistant III

- Managed confidential education records, files, and district-level office communications for the Leeward District.
- Maintained organized digital workflows and records using Google Workspace and Microsoft Excel.
- Coordinated time, attendance tracking, purchase orders, and transport logistics.

Dynamic Systems Technology, Inc. | Pearl City, Hawaii

May 2023 - Sept 2023

Hawai'i Army National Guard Suicide Prevention Coordinator

- Delivered statewide compliance briefings, training workshops, and intervention courses as a subject matter expert.
- Coordinated support resource networks and immediate informational referral pipelines.
- Designed multi-media educational materials, outreach assets, presentations, and digital reference flyers.

Navy Child & Youth Programs | Honolulu, Hawaii

Nov 2022 - Jan 2023

Training & Curriculum Specialist

- Supervised multi-classroom staff training tracks for federal compliance.
- Audited preschool lesson blueprints to ensure curriculum framework alignment.
- Reviewed daily classroom activities to maintain national accreditation standards.

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WORK EXPERIENCE CONTINUED

Hale Keiki School | Honolulu, Hawaii

Jun 2022 - Nov 2022

Pre-Kindergarten Teacher

- Designed full-day thematic lesson plans matching developmental milestones.
- Conducted regular child assessments to adapt daily instruction.
- Managed inclusive classroom behaviors through positive reinforcement techniques.
- Maintained detailed family portals to report developmental insights.

Hale Keiki School | Honolulu, Hawaii

Aug 2016 - May 2022

Teacher Assistant/After School Care Provider

- Supported multi-age preschool routines and small-group learning stations.
- Facilitated specialized virtual instruction sessions via remote school portals.
- Prepared physical materials and classroom manipulatives for instruction.
- Supervised outdoor recreational transitions to ensure strict child safety.
- Coordinated engaging afternoon educational activities for extended care programs.

Manana Elementary School | Pearl City, Hawaii

Sep 2013 - May 2015

Paraprofessional Tutor

- Delivered individualized, one-on-one academic interventions for special needs.
- Provided critical mobility assistance under strict special education guidance.
- Documented quantitative behavior data to support formal tracking metrics.
- Collaborated with lead specialists to modify foundational reading tasks.

EDUCATION

Western Governors University | Salt Lake City, Utah

In Progress

Bachelor of Science in Cybersecurity & Information Assurance

Walden University | Minneapolis, Minnesota

Mar 2022

Bachelor of Science in Early Childhood Studies

Leeward Community College | Pearl City, Hawaii

May 2017

Associates of Arts in Teacher Education & Liberal Arts

PROFESSIONAL DEVELOPMENT

Hawai'i DHS Registry (PATCH)

Group Child Care Centers & Homes: Director/Teacher

Infant & Toddlers: Aide

Continuous Active Status

Teaching Strategies GOLD®

Preschool, Pre-K, and Transitional Kindergarten Interrater Reliability Certification

Exp. Feb 2028

American Heart Association

Heartsaver Total First Aid, Child CPR, and AED Certification

Exp. May 2027

Hawai'i Department of Health

State Food Safety Handler Certification

Exp. Feb 2028