

## Kanuikapono Public Charter School • Job Description

|                             |                                    |                        |                            |
|-----------------------------|------------------------------------|------------------------|----------------------------|
| Job Title:                  | <b>Academic Director Assistant</b> |                        |                            |
| Employment Type:            | 12-month                           | Division / Department: | Executive                  |
| JOG code:                   | 1158                               | Reports to:            | Academics Director         |
| Collective Bargaining Unit: | BU03                               | FLSA Status:           | Non-Exempt                 |
| Pay Group / Salary Range:   | 03/SR19                            | State Comparable:      | 8A.158 Private Secretary I |

### **Mākaukau: Required Skills, Qualifications, Experience & Education**

- High school graduate or equivalent, or higher.
- At least 1 year of clerical and/or secretarial experience, including providing personal assistance to an administrator or executive by attending to the administrative details of that office.
- Proficient in Microsoft Office Suites including, but not limited to, Word, Excel, Powerpoint, etc.
- Drafting proposals, policies, procedures, rules, and/or regulations for approval by the Executive and Board members.
- Provide administrative support services to the Academic Director by coordinating program planning and evaluation and conducting special studies and/or investigations of operational/administrative problems and needs.
- Assisting in the development of alternative solutions and courses of action, which requires presenting recommendations orally and in writing to both the Academic Director and the Executive Director and/or Board Members.
- Ability to read, write and understand oral and written English and/or Hawaiian.
- Successful completion of a mandatory background check.
- Basic understanding of the Hawaiian world view, values and practices.
- Familiarity with and an adherence to current best practices in the performance of one's responsibilities.

### **‘Ike Pili ‘Oihana: Preferred Skills, Qualifications, Experience & Education**

- Completion of a clerical, stenographic or secretarial curriculum at an accredited community college, business or technical school.
- Deep understanding of the Hawaiian world view, values and practices.
- Conversational knowledge of Hawaiian language.
- Knowledge of secretarial principles and practices; general administrative principles and processes applicable to large organizations; report writing; office practices and procedures; the operation and operational maintenance of various office appliances and equipment.

- Ability to plan, organize and carry out a broad range of secretarial functions; organize, assign, direct and review the work of others; develop a working knowledge of the organization and the programs which are the responsibility of the high-level official; understand and interpret the views and policies of the official served, including special interests and social obligations.

### **Kuleana: Role and Responsibilities**

The kuleana of the Executive Assistant is to serve as the professional and personal assistant to the Executive Director of the school, and to be responsible for the organizational and functional areas of that office, including managing administrative and clerical details, and managing subordinate echelons with multi-faceted programs. In such capacity, the Executive Assistant will invariably have access to, and knowledge of, confidential information relative to policy matters and employee-employer relations.

### *Examples of Activities, Duties and Responsibilities*

- Receives and screens calls and personal callers from other employees, officials and members of the general public.
- Keeps calendar of scheduled appointments, meetings, conferences, and official and social obligations, and sees that the AD is fully briefed in advance on matters to be discussed.
- Prepares and maintains correspondence, action documents, memos and reports.
- Observes need for administrative or procedural notices and instructions, prepares drafts of necessary issuances, and distributes and explains notices and instructions to appropriate staff.
- The incumbent will invariably have access to and knowledge of confidential information relative to policy matters, employee-employer relations and program plans. As such, they must abide by federal confidentiality laws, including the Privacy Act, when handling personal and personnel records in not disclosing any employee or student information to third parties, and to take all precautions to keep such records confidential and secure.

### **‘Ano: Characteristics, Traits & Capabilities**

- Hiki Ke Kauka‘i ‘Ia: Dependable
- Ho‘ihi: Respectful, courteous
- Kōkua: Helpful, provide assistance
- Maiiau: Meticulous
- ‘Olu‘olu: Agreeable, pleasant

### **‘Imi Na‘auao: Philosophy**

The purpose of Kanuikapono Public Charter School is to manage and operate a culturally-based Hawaiian-focused charter school that is grounded in Hawaiian pedagogy and innovation with a commitment to Native education and community renewal for Anahola and its families. The mission of Kanuikapono PCS is to nurture lifelong learners able to embrace the world of our ancestors, 21st century skilled with aloha and respect for self, family, community and the environment. We envision a vibrant learning community grounded in Native education, academic rigor and community renewal. The traditions of aloha, kuleana and mālama ‘āina are central to the philosophy of the school.

### **Kuana‘ike: Perspective**

*The five most important Hawaiian concepts to incorporate into this job are:*

- ‘Auamo Kuleana: Actively seek and carry a responsibility

- Kūlia i ka Nu'u: Pursue achievement and excellence; strive to reach the summit
- Laulima: Work together
- Mākia i ka Hana: Work with purpose
- Po'okela: Strive for excellence

**Uku 'Oihana: Compensation (Wages & Benefits)**

- Annualized Salary
- Sick and/or Vacation Leave
- Medical, Dental, Vision coverage available through EUTF
- Retirement available through ERS

**Ho'ākaaka: Clarification**

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

All requirements, responsibilities and compensation in this job description are within the confines of and in accordance with the appropriate collective bargaining agreement. Nothing in this document shall supersede the collective bargaining agreement or any supplemental agreements.

The roles and responsibilities, and any optional duties, in this job description may or may not be part of the given job. Job may not be assigned all of the duties listed, nor do the examples herein necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the job.

Kanuikapono PCS is an equal opportunity employer as provided for by state and federal law.