

Kanuikapono Public Charter School • Job Description

Job Title:	Academic Director/Vice-Principal Secretary		
Employment Type:	12-month	Division / Department:	Academic
JOG code:	8A.149	Reports to:	Academic Director / VP or other designee
Collective Bargaining Unit:	03	FLSA Status:	Exempt
Pay Group / Salary Range:	Based on Qualifications	State Comparable:	SR 14

Mākaukau: Required Skills, Qualifications, Experience & Education

- Excellent verbal and written communication skills
- Technology skills
- Typing and notetaking skills
- Organizational skills
- Time management skills
- Problem solving skills
- Problem solving and critical thinking skills
- Attention to detail
- Flexibility and adaptability
- Time management and multitasking
- Honesty and discretion

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

- High school graduate or equivalent, or higher
- Excellent communication and relationship-building skills
- Organization and time management skills
- Attention to detail
- Negotiation skills
- Assertiveness and flexibility
- Tact, discretion and diplomacy
- The ability to be proactive and use your initiative: to see what needs doing and to do it

- The ability to use standard software packages (e.g. Microsoft Office) and to learn bespoke packages if required.

Kuleana: Role and Responsibilities

- Answering calls, taking messages and handling correspondence
- Maintaining diaries and arranging appointments
- Typing, preparing and collating reports
- Filing
- Organizing and servicing meetings (producing agendas and taking minutes)
- Managing databases
- Managing daily communication and coverage of staff as needed
- Support with SIS maintenance
- Prioritizing workloads
- Implementing new procedures and administrative systems
- Liaising with relevant organizations and clients
- Coordinating mail-shots and similar publicity tasks
- Logging or processing bills or expenses
- Acting as a receptionist and/or meeting and greeting clients
- Travel Arrangements
- Any other duties/responsibilities needed

Examples of Activities, Duties and Responsibilities:

Secretarial assignments include such duties as office coordination, scheduling meetings, preparing and maintaining office records, reports, and correspondence pertaining to the professional(s)'s and/or management staff's area of responsibility.

‘Ano: Characteristics, Traits & Capabilities

- ‘Ike: Knowledge, awareness
- ‘Imi Na‘auao: Seek knowledge
- ‘Imi Ola: Seek the best life
- Mālama i nā Mea Li‘ili‘i: Attention to detail
- Wehewehe ‘Ano: Ability to analyze and compare

‘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:

- Aloha i ke Kula: Demonstrate a love for education
- Aloha Kekahi i Kekahi: Engage in care for one another
- Kūlia i ka Nu'u: Pursue achievement and excellence; strive to reach the summit
- 'Ohana: The school is a family and models respect and care in all we do with one another
- 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.