

Kanuikapono Public Charter School • Job Description

Job Title:	Early Learning Preschool Coordinator		
Employment Type:	10-month	Division / Department:	Academic Achievement
JOG code:	50608	Reports to:	Academic Director
Collective Bargaining Unit:	05	FLSA Status:	Exempt
Pay Group / Salary Range:	Based on Qualifications	State Comparable:	Self-Contained Teacher

Mākaukau: Required Skills, Qualifications, Experience & Education

- Bachelor's or Master's degree in Early Childhood Education, Educational Leadership, or a related field
- Minimum of 3-5 years of experience in early childhood education, preferably in program development and administration.
- Knowledge of Hawaiian language, culture, and place-based learning preferred.
- Strong leadership, organizational, and communication skills.
- Experience in staff / teacher recruitment, training, and curriculum development.
- Able to work collaboratively with diverse stakeholders, including school leadership, families, and community partners.
- Must possess an HTSB certified teaching license in Early Childhood Education.

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

- At least 1 year of Elementary education teaching experience with professional educator mentorship.
- Completion of a State Approved Teacher Education Program from a regionally accredited college/university which includes student teaching in a K-12 setting.
- Possession of a master's degree in education or related field.
- Knowledge of and experience with differentiated learning and implementation.
- Knowledge of and experience with the State of Hawaii required common core standards.
- Experience with project- and/or place-based education.
- Experience with charter schools.
- Experience with Hawaiian-focused schools.
- Ability to work amicably with and relate to youth, their family, and fellow personnel.
- Deep understanding of the Hawaiian world view, values and practices.
- Conversational knowledge of Hawaiian language.

Kuleana: Role and Responsibilities

The kuleana of an Early Learning Preschool Coordinator is to support the development and implementation of a new preschool program for children ages 3 and 4. The Coordinator will play a key role in designing a high-quality pre-kindergarten program that aligns with the Kanuikapono Curricular Framework (K-12) while ensuring compliance with Hawaii Ready Keiki initiative guidelines. This position is integral to the planning, recruitment, and infrastructure coordination necessary to establish four pre-k classrooms.

Examples of Activities, Duties and Responsibilities

- Collaborate with school leadership and curriculum teams to develop an engaging and culturally responsive pre-k curriculum that aligns with the Kanuikapono K-12 framework.
- Integrate Hawaiian culture, language, and place-based learning principles into the pre-k program.
- Ensure that the curriculum meets state early childhood education standards and best practices.
- Support the accreditation and licensing process for the preschool program.
- Lead the recruitment, hiring, and onboarding process for pre-k teachers and support staff.
- Develop job descriptions and qualifications in alignment with early learning best practices.
- Provide professional development opportunities and mentorship for pre-k staff.
- Assist in the design and development of preschool facilities, ensuring a safe and nurturing learning environment.
- Coordinate with the school's leadership, local agencies, and contractors to ensure the pre-k campus meets health and safety regulations.
- Oversee the procurement of necessary materials, furniture, and learning resources for the pre-k classrooms.
- Develop outreach strategies to engage families and community members in the preschool program.
- Provide resources and workshops for parents to support early childhood learning at home.
- Foster partnerships with local organizations, early learning advocates, and educational agencies.
- Other related duties as assigned.

'Ano: Characteristics, Traits & Capabilities

- Ahonui: Patience, tolerance
- Alaka'i: Leadership, take initiative
- 'Eleu: Ability to train/teach
- 'Imi Na'auao: Seek knowledge
- Ko'iko'i: Passionate

'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
- 'A'ohē Pau ka 'Ike, i ka Hālau Ho'okahi: Respect diversity and embrace various sources of knowledge and expertise; not all knowledge is taught in the same school
- Ho'oulu aku: Inspire others by example
- 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

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.