



KANUIKAPONO

PUBLIC CHARTER SCHOOL

Job Title: Executive Director / Principal

Location: Kanuikapono Public Charter School, Anahola, Kaua'i, Hawai'i

Position Type: Full-Time

Reports To: Governing Board

Position Overview

Kanuikapono Public Charter School (KPCS) is seeking a visionary, culturally grounded, and instructional leader to serve as Executive Director / Principal. This dual-role leader is responsible for the overall strategic leadership of the academic, operational, cultural, and organizational success of the school. Rooted in 'Āina based education, and community partnership, the Executive Director / Principal will lead with the primary responsibility for ensuring effective implementation of curriculum and instruction, teacher effectiveness, funding and grant development and management, and strong relationships with families, community partnerships, and the Anahola community. The Executive Director / Principal will lead the school in fulfilling its mission to provide meaningful, culturally responsive learning experiences for haumāna (students) while strengthening connections to self, 'āina, 'ohana, and community. This leader must be committed to equity, student well-being and success, staff development, the perpetuation of Hawaiian culture through education, and serving the community of Anahola.

Key Responsibilities

Direct Supervision and Leadership

Directly supervises the following positions:

- **Operations Director:** Responsible for overall financial health and compliance; Supervises all operations and support staff, including finance, facilities, technology, and office staff
- **Academic Director / Vice Principal:** Responsible for campus safety, student engagement and discipline, Supervises all teachers and educational assistants (EAs) in professionalism and compliance, and is responsible for day-to-day instructional leadership and student support.
- **Teacher on Special Assignment (TOSA):** Responsible for mentoring and instructional leadership and coaching, position deliverables, and organizational effectiveness; The Academic Director / Vice Principal directly supervises TOSA teachers in the same capacity as all teachers and EAs (Distributed Leadership organizational structure).

Curriculum, Instruction, and Teacher Effectiveness

- Ensure the successful implementation of curriculum, instruction, and assessment aligned with state standards, charter goals, and the school's Cultural Curriculum Framework.
- Monitor student achievement and schoolwide academic performance.
- Oversee systems for teacher evaluation, coaching, mentoring, and professional development.
- Supervise the Academic Director / Vice Principal and TOSAs to strengthen instructional quality and teacher effectiveness.
- Ensure implementation of MTSS, special education, and other academic support systems.

Grant Development and Management

- Lead grant writing, implementation, and reporting to secure and sustain resources that support school priorities.
- Ensure grant-funded initiatives are implemented effectively and in compliance with all requirements.
- Maintain strong relationships with funders and philanthropic partners.

Community Relationships and Partnerships

- Build and maintain strong relationships with students, families, community organizations, cultural partners, and government agencies.
- Serve as the primary public representative of the school but may include or designate the Academic Director/ Vice Principal and/or Operations Director as necessary or appropriate.
- Develop partnerships that support student learning, family engagement, and organizational sustainability.
- Promote enrollment growth and strengthen community trust.

Strategic and Organizational Leadership

- Implement Governing Board policies and strategic priorities.
- Ensure alignment across academic, operational, and organizational systems.
- Maintain compliance with charter contract requirements and applicable laws and regulations.
- Foster a positive school culture grounded in kuleana, aloha, and mālama.

Position Qualifications

Minimum Qualifications

- Master's degree in Education, Educational Leadership, Administration, or related field.
- Valid Hawai'i Administrative License or eligibility to obtain.
- Minimum of five (5) years of successful teaching experience.
- Minimum of three (3) years of leadership or administrative experience preferred.
- Demonstrated success in instructional leadership, grant management, and community partnership development.

Preferred Qualifications

- Experience in a charter school or similar educational setting.
- Deep understanding of 'ike Hawai'i, Hawaiian culture, and place-based education.
- Experience with school improvement, instructional coaching, and systems development.
- Experience working with Native Hawaiian and rural communities.
- Strong organizational and communication skills.

Leadership Competencies

- Visionary and strategic thinking
- Cultural leadership and humility
- Instructional expertise and data-driven decision-making
- Relationship-building and collaboration
- Ethical leadership and accountability
- Effective communication and conflict resolution

Working Conditions

- School-based leadership role in a rural Hawaiian community.
- Requires regular presence on campus and participation in community events.
- May require evening and weekend commitments.
- High level of responsibility, responsiveness, and discretion.

Compensation and Benefits

- Salary commensurate with experience and qualifications.
- Comprehensive benefits package in accordance with KPCS policies.

How to Apply

Interested applicants should submit:

- Cover Letter
- Resume
- Leadership Portfolio (optional)
- Three to five professional references

Submit application materials to: hr@kanuikapono.k12.hi.us

Equal Opportunity Statement

Kanuikapono Public Charter School is an equal opportunity employer committed to honoring 'ike Hawai'i and fostering an inclusive, culturally grounded learning community. We encourage visionary leaders dedicated to student success, community engagement, and the advancement of Hawaiian education.