

## Kanuikapono Public Charter School • Job Description

Job Title:	<b>Office Clerk</b>		
Employment Type:	12-month	Division / Department:	Student Support
JOG code:	1016	Reports to:	Business Manager
Collective Bargaining Unit:	Included	FLSA Status:	Non-Exempt
Pay Group / Salary Range:	03/SR10	State Comparable:	8A.016 Office Assistant II

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

- At least 1 year of related experience which involved the performance of a variety of clerical tasks and demonstrated knowledge of office practices and procedures, and the ability to carry out procedures in clerical work, and operate standard office equipment and technologies.
- Keyboarding proficiency (40 net words per minute).
- Familiar with current computer systems and applications.
- Excellent organizational skills, an ability to prioritize workload, and an ability to multitask.
- Experience with cash handling and the processing of payments.
- 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**

- High school graduate or equivalent, or higher.
- Completion of a clerical curriculum at an accredited business or technical school.
- 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 the Office Clerk is to perform clerical work and procedural support services involving various standard administrative routines that are carried out on a regular or rotational basis in accordance with day-to-day operations and established processes and procedures; prioritizes and carries out said assignments independently or as assigned. The Office Clerk also performs other related duties on campus as assigned, including special projects, functions and events, and coordinating with other support staff.

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

- Answers the telephone, routes calls and relays messages to appropriate staff.
- Greets and directs visitors, parents and students via phone or in person and provides information on a variety of topics, including rules or day-to-day operations of the school.
- Receives, responds to and sends email messages to/from staff or the public.
- Creates, edits, prints and files correspondence, memos, bulletins, and other office documents (word processing or spreadsheets) using a computer.
- Operates and maintains printers, photocopiers, fax and other standard office equipment.
- Determines the need for and/or makes orders for necessary supplies and materials.
- Receives and distributes incoming mail; stamps and sends out-going mail.
- Keeps a school calendar and helps schedule events, meetings and other functions.
- Manages telephone message system (office hours, inclement weather, and other recordings).
- Collects money from parents and students for field trips, supplies, food, clothing, etc.
- Assists students with non-routine problems such as minor injuries and illnesses.
- Assists teachers and faculty with preparation (copying, collating) of materials, upon request.
- Abides 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.
- Assists with special school projects, functions and events.
- Transport students to and from huaka`i, club events, and more.
- Other related duties as assigned.

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

- Hiki Ke Kauka`i ‘Ia: Dependable
- Ho‘okipa: Hospitable
- Ka‘a‘ike: Open communication
- Kōkua: Helpful, provide assistance
- ‘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.