

Kanuikapono Public Charter School • Job Description

Job Title:	Parent Community Networking Coordinator (PCNC)		
Employment Type:	12-month	Division / Department:	Support Staff
JOG code:	N/A	Reports to:	Executive Director or Designee
Collective Bargaining Unit:	N/A	FLSA Status:	Non-Exempt
Pay Group / Salary Range:	Based on Qualifications	State Comparable:	PCNC

Mākaukau: Required Skills, Qualifications, Experience & Education

- High school graduate or equivalent, or higher.
- Ability to work effectively with parents, staff, community members/partners, and students to encourage participation and involvement as a shared responsibility.
- Communicate effectively with individuals (parents, staff, and community members/partners) to resolve conflicts.

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

- Experience working with and organizing parents and/or community groups.
- Prioritize and complete tasks in a timely manner.
- Use initiative and make objective decisions that are not based on a personal interest/need.
- Protect the integrity of confidential information.
- Communicate with and possess the ability to work productively with all school community members, while being inclusive and non-judgmental, as well as understanding and accepting individual cultures and backgrounds.

Kuleana: Role and Responsibilities

The kuleana of the PCNC is to act as a liaison between the KSO (Kanuikapono School `Ohana) and the school staff and will be responsible for assisting with all school events involving students, parents, and/or community members. Events include, but are not limited to, Back to School Night (Meet & Greet); Picture Day; Halloween; Imu Turkey Fundraiser; Makahiki; Hō`ike; Shaka Kalikimaka; Science Fair; Farmers Market, etc. Help coordinate and manage all school volunteers for events and classrooms.

Examples of Activities, Duties and Responsibilities

- Attend all KSO meetings and report back to staff on upcoming events.
- Work with the KSO to plan and coordinate KSO fundraisers and school events.

- Manage and process KSO financial transactions: cash, check, and electronic payments such as Stripe and PayPal.
- Assists with special school projects, functions and events.
- 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

- Hourly Pay
- Part-Time Position
- Weekday and Weekend Availability

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.