

## Kanuikapono Public Charter School • Job Description

Job Title:	<b>Registrar</b>		
Employment Type:	12-month	Division / Department:	Community Outreach & Student Support
JOG code:	50000	Reports to:	Deputy Director or other designee
Collective Bargaining Unit:	05	FLSA Status:	Exempt
Pay Group / Salary Range:	Based on Qualifications	State Comparable:	Non-Classroom Teacher

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

- Possession of a bachelor's degree from an accredited four-year college or university.
- Possession of a valid State of Hawaii Teachers Standards Board (HTSB) teaching license.
- At least 1 year of K-12 teaching experience.
- Proficient knowledge of professional educational methods, ethics and standards.
- Proficient knowledge of various forms of assessment and data analysis, and the ability to use data to make decisions in instruction and school wide efforts.
- Proficient knowledge of related federal, State laws and regulations and departmental policies.
- Proficient knowledge of State of Hawaii programs of studies and graduation requirements.
- 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**

- Possession of a master's degree in education administration, educational leadership/policy or related from an accredited college or university.
- At least 1 year of job-related professional experience in the specialized area of responsibility.
- At least 1 year of experience as a school administrator.
- At least 1 year of experience with charter schools, and familiarity with State and federal laws applying to charter schools.
- Training in student record, credits and requirements management systems.
- Family Educational Rights and Privacy Act (FERPA) trained and certified.
- Experience with project/place-based education.
- Experience with charter schools, and familiarity with State and federal laws applying to charter 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 the Registrar is to support school administrators by processing requests for both new enrollments and withdrawals, ensuring appropriate credit requirements are met when awarding credits, maintaining student schedules and records that are academic in nature, performing routine administrative duties, and facilitating communications and reporting requirements with all stakeholders. The Registrar also may supervise other clerical work and support services that are carried out in accordance with day-to-day operations of the work unit. The Registrar may perform other related duties on campus as assigned, including special projects, functions and events.

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

- Processes all student enrollments and withdrawals, prepares data imports for new students, and fulfills records requests and file transfers for withdrawn students.
- Processes parent contact and data information changes.
- Maintains State and school-level registrar databases.
- Maintains student cumulative files and attendance files; audits annually for accuracy.
- Maintains secure access to, and ensures proper maintenance and archiving of, all records.
- Prepares and maintains transcripts and records release forms.
- Reviews mid-quarter grades and report cards, and coordinates school-wide mailings of grades.
- Serves as the primary point of contact in regards to accessing student information and records.
- Ensures that all student absences and tardies are recorded, provides attendance reports for outside agencies, tracks truants, and reports concerns to the Student Services Coordinator.
- Ensures that all courses, schedules, grades and attendance are inputted into Infinite Campus.
- Responsible for all Infinite Campus communications, and any updates to appropriate staff.
- Meet with students/parents as necessary to ensure graduation requirements are met.
- Assists school administration with State educational regulations and teacher support.
- Maintains school enrollment forms, ensures enrollment requirements are met and submitted, and submits district enrollment counts.
- Facilitates requests from Social Security Administration, law enforcement and other agencies.
- Follows State's registrar's duties for end-of-term/year procedures.
- Houses all copies of course syllabi for all available secondary courses.
- Appropriately align all courses with their corresponding ACCN Numbers.
- Coordinates with administration and teachers to establish appropriate credit requirements for any interdisciplinary or combined courses.
- Ensures school comply with the Family Educational Rights and Privacy Act (FERPA), and performs all duties ethically, with integrity and in compliance of federal and State laws.
- Assists with special school projects, functions and events.
- Other related duties as assigned.

### **'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

### ***Kanuikapono PCS***

***Registrar - Job Description***

*of 3*

*Page 2*

- 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.