

Kanuikapono Public Charter School • Job Description

Job Title:	Academic Achievement / Vice-Principal (Temporary Assignment)		
Employment Type:	Temporary Assignment	Division / Department:	Executive
JOG code:	22001	Reports to:	Executive Director or other designee
Collective Bargaining Unit:	HGEA Unit 6	FLSA Status:	Exempt
Pay Group / Salary Range:	Dependent on Experience	State Comparable:	School Administrator I

Mākaukau: Required Skills, Qualifications, Experience & Education

- Possession of a master’s degree or higher from an accredited college or university.
- At least 1 year of experience in a VP position with a Hawaii Public School or Hawaii Charter School system.
- At least 5 years of K-12 teaching experience.
- At least 3 years of demonstrated leadership experience in an educational setting or related field.
- Experience with project- and/or place-based education.
- 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

- Current State of Hawaii teacher certification.
- At least 1 year of experience with charter schools, and familiarity with State and federal laws applying to charter schools.
- At least 1 year of experience with Hawaiian-focused schools.
- Deep understanding of the Hawaiian world view, values and practices.
- Conversational knowledge of Hawaiian language.
- Proficient knowledge of professional educational methods, ethics and standards.
- Proficient knowledge, experience, and skills in curriculum design, evidence-based instructional practices and strategies, and the effective use of technology.
- 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 local community resources and their effective utilization.
- Proficient knowledge of related federal, State laws and regulations and departmental policies.

Kuleana: Role and Responsibilities

The kuleana of the Deputy Director of Academic Achievement is to generate and implement the school's academic plan in a framework aligned with the school's mission and vision. Responsible for the selection or development of school curricula and learning environment(s) to ground students in the Native Hawaiian world view and enable their future success. Ensures a systematic approach to assessing and evaluating student achievement, and for designing and implementing any corrective action plans, when necessary. Responsible for developing the annual academic performance targets. Responsible for graduation requirements.

Responsible for SPED Services and early interventions through MTSS and the coordination of student services. Responsible for graduation requirements. Ensures compliance with all applicable school policies, and local, state and federal laws within division responsibilities.

Responsible for student conduct, discipline, and extracurricular activities, including athletics, after school programming and special events. Integrates the philosophy of mālama 'āina and mālama kuleana into student discipline, encouraging student pride and ownership of their campus environment. Integrates a restorative justice approach to student discipline.

Supervises and supports staff excellence. Supports and encourages a collaborative approach to achieving the school's vision and mission, and coordinates school resources towards student-centered outcomes and compliance with applicable school policies, and local, state and federal laws. Responsible for the growth and professional development of the staff under his/her direction through regular employee evaluations and professional development plans. Responsible for addressing informal and step 1 grievances.

Responsible for reporting to the Governing Board monthly on activities under his/her direction. Responsible for contributing to the annual budget process, and administering the department's budget. Ensures compliance with all applicable school policies, and local, state and federal laws within the Department's responsibilities.

Examples of Activities, Duties and Responsibilities

- Manages general day-to-day activities of school.
- Provides general supervision of staff under the Academic Achievement Department.
- Works actively with teachers to maintain high curriculum standards, performance goals and school mission statement/culture, evaluates learning materials and instructional objectives and collaboration with the Executive Director.
- Develops and/or arranges teacher departmental meetings, teacher training and professional development courses to address teaching needs, and provides coaching and/or mentoring to teachers.
- Develops and implements blended learning programs, and facilitates the effective delivery of instruction via distance learning, as needed.
- Provides direction, consultation and supervision of all school programs that support student well-being.
- Models effective instructional strategies utilizing technology and tech-based/focused curriculum for classroom integration.

- Develops, revises and implements a staff performance evaluation system, in consultation with the Deputy Director of Operations.
- Conducts appropriate staff performance evaluations annually in accordance with the school's performance evaluation systems.
- Approves job postings, hirings, interviews and onboarding of new teachers and staff.
- Works with the Executive Director and Deputy Director of Operations in reviewing and modifying school budgets and resources, and drafting, proofreading and submitting financial reports. Works with the Deputy Director of Operations and/or Executive Director in seeking out supplemental funding opportunities and grants at the local, State and federal levels.
- Helps with the yearly accreditation process, which involves facilitating meetings, and writing, reviewing and sending reports, grants and contracts to State licensing boards and Charter School Commission.
- Enforces and applies school policies regarding the maintenance of student discipline within the school, including developing and administering disciplinary and enforcement policies; investigates, adjudicates, and monitors pupil referrals, truancy, and other grievances; issues low-level disciplinary actions, including detention and other forms of progressive discipline and/or proactive disciplinary interventions, and makes recommendations regarding suspensions or expulsions to the Executive Director when appropriate.

‘Ano: Characteristics, Traits & Capabilities

- Alaka‘i: Leadership, take initiative
- ‘Imi Na‘auao: Seek knowledge
- Ko‘iko‘i: Passionate
- Kūpa‘a: Steadfast
- ‘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:

- 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. Jobs 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.