

Kawaikini New Century Public Charter School

Job Description: Academic Director – Elementary (AD-E)

Title: Academic Director – Elementary (AD-E)

Job Summary: The Academic Director is responsible for the activities of the elementary program in accordance with the vision, plans, and policies established by the Local School Board of Kawaikini NCPCS. The AD-E shall have effective control of, and ultimate responsibility for, the day-to-day operations and implementation of the elementary program.

Objective: To implement the educational mandates of the Local School Board as it pertains to the day-to-day operations of the elementary program.

Reports to: LSB via the Executive Director.

Responsibilities: Supports the educational staff within the elementary program; oversees human resources; implements all school policies in accordance with the direction of the Executive Director and LSB; actively oversees implementation of curriculum; prepares all necessary reports and evaluations to the Executive Director and LSB; prepares and submits policy recommendations to the Executive Director; works with the Executive Director to set program budgets for LSB approval; ensures adequate record keeping and reporting.

Minimum Qualifications:

Education

Master's Degree in Education, or Administration, or Hawaiian Language, or Hawaiian Studies.

Experience

Two (2) years experience as an administrator, including oversight responsibilities for each of the following areas: research, planning and evaluation; contract development and administration; management; communication; budgeting and accounting; and personnel.

Substitution

Relevant education above the Master's Degree may substitute for experience and relevant experience may substitute for education, when such education and/or experience provides the functioning level described above.

Other Qualifications (Desired):

Experience

1. Previous working experience in public schools.
2. Experience working in Hawaiian Immersion/ Hawaiian-focused schools
3. Charter School experience
4. Working relationships with Kaua'i organizations/ potential partners

Skills, Knowledge, and Ability

Skills:

1. Good writing and verbal communication skills.
2. Excellent supervisory and management skills.
3. Word processing, spreadsheet, and other computer application.
4. Fluency in the Hawaiian language

Demonstrated ability to:

1. Incorporate Hawaiian values in the administration of programs.
2. Understand the Hawaiian psyche – what sustains it, what stimulates and motivates.
3. Develop and maintain organizational cohesiveness and stability.
4. Facilitate group decision-making, and participate effectively within group settings.
5. Prepare and deliver public statements.
6. Work effectively with the Native Hawaiian community.
7. Make effective presentations before small and large audiences.
8. Understand the principles and concepts of organizational success.
9. Find creative solutions to challenges that arise.

Knowledge of:

1. Native Hawaiian History, values, culture, and practices.
2. Hawaiian language
3. School administration
4. Ho'oponopono process
5. HSTA, HGEA, and other unions
6. State of Hawai'i employment law
7. Basic budgeting and fiscal management principles and practices

Duties & Responsibilities:

1. Executes decision-making authority for the day-to-day operation of the elementary program, including: scheduling, health and safety, academic and

behavioral counseling, student discipline, parent concerns, facilities usage and scheduling, etc,

2. Oversees implementation of Curriculum, Instruction, and Assessment for the elementary program, including supervision of Individual Learning Plans (ILPs), analysis and reporting of testing data, etc.
3. Oversees implementation of all grade and progress reports for students in the elementary program.
4. Oversees provision of student support services and testing.
5. Oversees implementation of supplemental services to support the school, including lunch, busing, after-school, teacher substitute, and athletics programs.
6. Oversees personnel for the elementary program, including recruitment, training, and evaluation, of elementary staff.
7. Makes recommendations to the Executive Director regarding hiring and dismissal of elementary staff.
8. Supports faculty and staff of the elementary program by providing for professional development and other opportunities as outlined in each employee's Personal Development Plan.
9. Oversees the accreditation process for the elementary program.
10. Provides necessary information and reports to the Executive Director and LSB to facilitate decision-making pertaining to the elementary program.
11. Works with the Executive Director to establish annual budgets for the elementary program.
12. Effectively manages resources assigned by the LSB and Executive Director for the elementary program
13. Recommends policies and procedures to the Executive Director for consideration by the LSB.
14. Attends district and occasional off-island meetings as necessary.
15. Maintains effective communication with his/her secondary counterpart regarding school-wide policies, procedures and practices.

16. Maintains effective communication with all members of the Kawaikini community including faculty, staff, parents, and students.

17. Represents the school in the community in a positive and appropriate manner.

18. Carries out such other responsibilities as may be required.

Start date: approximately July 1, 2011

Recruitment: Continuous. (Review of applications to begin immediately and to continue until the position is filled.)

Salary: \$55,000-\$70,000

To apply: Submit a complete application to Kawaikini NCPCS, P.O. Box 662014, Lihue, Hawaii 96766. A complete application includes: (1) Noi Hana Application (available at www.kawaikini.com); (2) Transcript awarding degree from an accredited institution (copies are acceptable; however, official transcripts will be required at the time of hire); (3) Letter detailing your administrative experience, managerial philosophy, and experience working with the Hawaiian community; (4) Current resume; (5) Two letters of recommendation from people who can attest to your personal and professional qualities; (6) If you do not meet the minimum qualifications for the position, explain why you feel you should be considered for the position. All requested documents become the property of Kawaikini NCPCS.

Inquiries: (808) 632-2032