

# Kawaikini New Century Public Charter School

## Job Description: Kumu Alaka'i - Elementary

**Title:** Kumu Alaka'i – Elementary

**Job Summary:** The Kumu Alaka'i is the lead teacher in a classroom and is responsible for all activities that occur in the classroom.

**Objective:** To implement Kawaikini's mission and educational program in a safe, peaceful, stimulating and aesthetically pleasing classroom environment.

**Responsibilities:** The Kumu Alaka'i leads the educational program for a certain grade (K) or multi-age grouping (1-2, 3-4, 5-6) and collaborates with other educational staff to fulfill the vision, mission and goals of the Charter.

### Minimum Qualifications:

#### Education

Bachelor's Degree in Education, Hawaiian Language, Hawaiian Studies, or other relevant field.

#### Licensure

Highly qualified and licensed in the state of Hawai'i or in the process of becoming Highly Qualified and licensed in the state of Hawai'i.

#### Language

Fluency in the Hawaiian Language is required for all Kumu Alakai at the elementary level.

### Other Qualifications (Desired):

#### Experience

1. Previous working experience in Hawaiian immersion education
2. Experience in multi-grade classrooms
3. Charter school experience
4. Experience developing project-based curriculum
5. Other education/ training that will benefit the school

#### Skills, Knowledge, and Ability

**Skills:**

1. Word processing, internet-based programs, and other computer applications.
2. Excellent written and oral communication skills

**Demonstrated ability to:**

1. Conduct classes entirely in the Hawaiian language
2. Incorporate Hawaiian values into the classroom
3. Motivate students to achieve their greatest potential
4. Work with fellow teachers/staff to create a supportive work environment
5. Work effectively with both parents and students
6. Represent the school positively in the Hawaiian community and the community at large
7. Be flexible and creative in addressing problems that arise

**Knowledge of:**

1. Native Hawaiian History, values, culture, and practices.

**Duties & Responsibilities:**

1. Plans, conducts and coordinates all activities in the classroom
2. Works with parents, students, and faculty to develop long- and short-term learning goals that will comprise each student's Individual Learning Plans (ILPs).
3. Develops and maintains assessments of each student's performance and progress.
4. Conducts regular individual and group meetings with parents/'ohana to discuss student progress and future plans.
5. Participates in regular planning, evaluation and collaborative meetings with co-workers.
6. Undertakes regular professional development.
7. Assists the school's administration in creating a strong, stable, and successful learning environment.
8. Participates in decision-making processes via Teacher Association, Local School Board, Hui Makua, etc.
9. Provides input and makes recommendations to the Director on educational and curricular issues.
10. Carries out such other responsibilities as may be required to support the school.

**Start date:** Beginning of the school year (approx. July 20).

**Recruitment:** Continuous.

**Salary:** As per HSTA guidelines.

**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](http://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 qualifications to work in a Hawaiian language program in the position you are applying for; (4) Current resume; (5) 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.