

# Kawaikini New Century Public Charter School

## Job Description: Executive Director

**Title:** Executive Director (ED)

**Job Summary:** The Executive Director (ED) administers the activities of the school in accordance with the vision, plans, and policies established by the Governing Board of Kawaikini NCPCS and, for that purpose, shall have effective control of, and ultimate responsibility for the day-to-day operations of the school.

**Objective:** To implement the educational mandates of the Governing Board as it pertains to the day-to-day operations of the school.

**Reports to:** Governing Board (GB).

**Responsibilities:** Supports the educational staff; oversees financial and human resources; establishes and maintains all school policies in accordance with the direction of the GB; oversees implementation of curriculum; prepares all necessary reports and evaluations to federal and state entities; prepares and submits policy recommendations to the GB; works with the GB's committees and fiscal staff to set budgets for Board approval; ensures adequate record keeping and reporting.

### Minimum Qualifications:

#### Education

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

#### Experience

Five (5) 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. Experience in bilingual settings
5. 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 Hawaiian ways of thinking– what sustains us, what stimulates and motivates us.
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. Fund and partner development
6. HSTA, HGEA, and other unions
7. State of Hawai'i employment law
8. Accounting principles, practices, regulations and laws governing charter schools
9. Budgeting, fiscal analysis and administrative reporting

## **Duties & Responsibilities:**

1. Executes decision-making authority for the day-to-day operation of the school.
2. Serves as a non-voting ex-officio member on the Governing Board. Attends each meeting of the Governing Board. Supports the effective operations of the GB. Directs the reporting of operational activities of the Board.
3. Provides input and makes recommendations to the GB related to the establishment of organizational directions, goals, policies, and guidelines for operations and directs implementation actions.
4. Develops, maintains, and monitors progress on long-range action plans to achieve the school's mission, goals, and objectives in the areas of curriculum development, student achievement, assessment, organizational viability, and administrative accountability. Provides leadership and direction to staff in the implementation of action plans.
5. Directs the preparation of contract proposals, including budgetary and personnel requirements, for approval of the Governing Board.
5. Establishes, updates, and monitors procedures and standards which ensure compliance with laws applicable to the school.
6. Develops, maintains, and monitors progress of all external agreements of the school, including lease agreements, building permits, collective bargaining agreements, partnerships, etc.
7. Directs the analyzing of data to assist the Board in matters before it for its decision.
8. Establishes, updates, and monitors a personnel administration program which: (1) ensures compliance with employment laws; (2) enables the organization to acquire and retain qualified employees; and (3) provides the necessary personnel for the school to achieve its mission. Oversees recruitment and performance evaluation systems to ensure that qualified individuals are employed and performing at satisfactory levels.
9. Provides recommendations to the GB for all staff hirings and terminations, and supervises employees in accordance with all applicable laws, rules, regulations, and collective bargaining agreements.
10. Directs the establishment and administration of a fiscal administration program that complies with generally accepted accounting principles, grant and contract rules, regulations, terms, conditions, and which provides for daily fiscal operations, monthly reporting of financial status, funds and budget management, and annual financial and compliance audits.

10. Directs the establishment and administration of a fund development program to provide necessary resources for the school, including grants, donations, capital campaign, etc.
11. Oversees timely tracking and reporting of all revenues received and expenditures made by the school, including state funding, federal grants, private funding, and donations;
12. Directs the administration of procedures and standards which provide for the regular evaluation of the efficiency and effectiveness of all programs undertaken by Kawaikini.
13. Develops and maintains linkages with individuals, public and private agencies, and representatives of business and community groups, where such linkages are necessary to plan, facilitate, and implement programs which promote the goals and objects of the school.
14. With the prior consent of the Governing Board, disseminates public statements on the organization's position on matters and programs of interest to Kawaikini, of its plans for program development, enhancements, and accomplishments.
15. Maintains effective communication with all members of the Kawaikini community, including faculty, staff, parents, students, and community supporters.
16. Represents the school in the community in a positive and appropriate manner.
17. Carries out such other responsibilities as may be required by the Governing Board.

**Start date:** approximately May 1, 2017

**Recruitment:** Applications accepted immediately. Review of applications will be continuous and will continue until the position is filled. Final deadline for applications is January 31, 2017.

**Salary:** To be determined.

**To apply:** Submit a complete application to Kawaikini NCPCS, 3-1821-J Kaumuali'i Hwy, Lihu'e, Hawai'i, 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 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