



2101 Makiki Heights Drive, Honolulu HI 96822  
Phone: 808.945.1600 Fax: 808.945.1604  
[www.halaukumana.org](http://www.halaukumana.org)

## **JOB DESCRIPTION**

### ***Kumu (Teacher)***

#### **I. Duties Summary**

The kumu is responsible for planning and conducting appropriate instruction in order to achieve identified objectives of the subject area or grade level. Instructional activities should take into strong consideration student differences and needs and employ a variety of methods that are consistent with Hālau Kū Māna's Vision and Mission and further advances Indigenous Education. All kumu are also expected to actively collaborate on various school-wide committees and initiatives.

#### **II. Job Duties and Responsibilities**

##### *Classroom Instruction*

- Plan, conduct and evaluate classroom instruction in a manner that achieves identified objectives of the course
- Develop a method to assess student performance and monitor progress.
- Incorporate and/or develop new teaching methods that address the changing needs of students.
- Promote a positive learning environment
- Utilize methods that are consistent with the School's Vision and Mission

##### *Place-Based 'Ike (PBI)*

- Plan, conduct and evaluate (on and off campus) learning experiences that are in alignment with HKM's PBI Model
- Where applicable, engage with community collaborators in the planning, development and implementation of unique place-based, practitioner specific 'ike, in alignment with HKM's PBI Model

##### *Communication*

- Maintain open communication with the entire learning 'ohana (students, teachers, administrators, parents, families)
- Clearly articulate student expectations
- Create and maintain good rapport with students, ohana and colleagues

##### *Administrative*

- Fulfill administrative requirements as required by school administrators and school policy, including maintaining and submitting required student records, completing and submitting administrative forms, attend and participate in staff/faculty meetings.
- On occasion and when necessary, provide supervisory duties for non-instruction related activities

*Professional Development*

- Create and complete professional development plans with both long and short term goals that relate to teaching responsibilities.

### **III. Supervisor**

- This position reports directly to the Po‘o Kumu.

### **IV. Position Requirements**

- Bachelor's Degree in Education or closely related field primary to instruction
- Hawai‘i Licensed Teacher
- 5 years of related work experience [PREFERRED]
- Highly Qualified Teacher Designation [PREFERRED]
- Ability to obtain a Hawaii School Bus Driver Certification\* [PREFERRED]

### **V. Skills and Abilities**

- Knowledge and application of instructional methods that are grounded in Hawaiian cultural perspectives/worldview
- Thorough knowledge of the subject area and the ability to develop appropriate curriculum
- Familiarity with Project-Based Learning Strategies
- Ability to differentiate instruction
- Ability to manage classroom environments (small and large groups)
- Communicate effectively with students, parents, counselor and school administrators
- Ability to work collaboratively with interdisciplinary teams to develop and deliver interdisciplinary curriculum.

### **VI. Pay Range**

- Teacher’s salary and benefits are determined by the most recent collective bargaining agreement between the Department of Education and the Hawaii State Teachers Association

\* HKM utilizes 14-passenger school busses to transport students to/from campus to various learning sites. These learning sites are critical components in implementing the school’s Place-Based Integration (PBI) program. All teachers assigned to a project will need to seek Hawaii School Bus Driver Certification. Assigned project teachers who obtain a Hawaii School Bus Certification will be additionally compensated.