



KANU O KA 'ĀINA
New Century Public Charter School

Kauhale 'Ōiwi o Pu'ukapu
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Kamuela, Hawai'i, 96743

Kauhale Principal Job Posting

Job Title: Kauhale Principal
Hiring Entity: Governing Board
Classification: Regular, Full Time, 12-month
Bargaining Unit: To Be Determined
Extended Deadline: April 24, 2020

SCOPE

The Kauhale (campus) Principal serves as the Kauhale Instructional leader responsible for managing policies and procedures, in conjunction with the Leadership Team and Governing Board, to ensure that all students are supervised in a safe and inclusive learning environment. The Kauhale Principal is tasked with developing academic and cultural success for all campus students and ensuring that the campus thrives. The Kauhale Principal works collaboratively to ensure success for all students through and in alignment with KANU's Vision, Mission, Core Values, and all Charter Contract Performance Frameworks.

The Kauhale Principal is responsible for creating a community-based school climate on campus by managing high-quality instruction, hiring selectively, and inclusively managing people, data and processes. The Kauhale Principal will work with teachers to collaboratively focus on student success, empowering the continuous growth of students and staff, and motivating them through the grounding of cultural values. The Kauhale Principal must possess a philosophy of excellence that includes continuous evaluation of quality that is culturally-driven. The Principal must believe in education with Aloha, while embodying and facilitating the school's grounding Core Values:

Aloha kekahi i kekahi – Love one another
Kōkua aku kōkua mai – Give help and receive help
Mahalo i ka mea loa'a – Be thankful for what you have
Mālama i kou kuleana – Take care of your responsibilities

MINIMUM QUALIFICATIONS

Master's degree in education, administration, or leadership;
Five years of professional leadership experience in a K-12 setting;
Hawaiian cultural experience.

LOCATION, WORK HOURS & SUPERVISION

Location: Kanu o ka 'Āina, Waimea Campus

Supervised by: KANU Governing Board

Evaluated by: KANU Governing Board

Supervises: All Students and Personnel on Kauhale Campus

Travel: Aligned to school priorities and as approved by KANU Governing Board

RESPONSIBILITIES

CULTURE FOUNDATIONS & LEADERSHIP

An educational leader promotes the founding principles, vision, and mission and establishes and sustains a school culture conducive to continuous improvement for students and staff that is shared and supported by the school community.

KANU Accountability Parameters: Mission, Vision, Values, Leadership

Mission, Vision, Values	<ul style="list-style-type: none">• Ensure that the mission, vision, and values drive decision making, actions, and school priorities at every level• Initiates change efforts to maintain alignment of school efforts to vision and mission.
Cultural & Language Identity	<ul style="list-style-type: none">• Integrate cultural knowledge and practice with content knowledge and instructional practice• 'Ike Hawai'i-respect for personal, family, and cultural knowledge in order to promote personal and community growth and development• Engage and embed Hawaiian language and culture into daily operations, instruction, and facilitation of students and faculty/staff• Seeks out wisdom and knowledge of kūpuna to facilitate best instructional approaches for authentic Native practice.
Project/Place-Based Learning	<ul style="list-style-type: none">• Provide professional development opportunities and ongoing training in PBL for all instructional staff• Provide on-going accountability and support to faculty/staff to ensure PBL is being delivered in alignment with the mission and vision of the school.
Strategic Planning	<ul style="list-style-type: none">• Develops long term strategies collaboratively with the Leadership Team to motivate staff, students, family, and community to achieve the mission and vision of KANU.

INSTRUCTIONAL LEADERSHIP

An educational leader leads implementation and evaluation of a data-driven plan for increasing student achievement through alignment of curriculum, instruction, and assessment with state and cultural learning goals.

KANU Accountability Parameters: Data Analysis, Accountability, Instructional Time, Instructional Delivery, Intervention Programs

Data Driven Decision Making	<ul style="list-style-type: none"> • Establishes assessment and accountability systems to monitor students and teachers • Analyzes academic achievement data to make appropriate educational decisions that improve overall campus effectiveness • Utilizes data book and in-depth analysis to guide instructional decisions • Analyzes and interprets student achievement data and consistently implements structures to ensure that all stakeholders recognize achievement gaps and set closing them as the highest priorities • Monitors and evaluates the use of diagnostic, summative, and authentic performance assessments to provide timely and accurate feedback to the Governing Board, students, parents, and faculty.
Accountability	<ul style="list-style-type: none"> • Leads change efforts that result in demonstrable improvements in student outcomes • Accepts accountability to hold staff and self accountable for student performance on state and national assessments • Holds campus students and campus staff accountable to behavior that is in alignment with the school values and expectations • Ensures commission and state reports are timely in areas of academics, and campus practices are appropriate and consistent with the charter contract in conjunction with the Leadership Team • Ensures school accreditations are completed in an effective and timely manner • Ensures the academic components of grants are appropriately implemented and reports are completed timely and accurately • Works collaboratively and synergistically with the Leadership Team and Governing Board to ensure KANU'S epistemology, autonomy, and ideology are preserved and our school community thrives.
Focus on Teaching & Learning through Effective Curriculum, Instruction, & Assessment	<ul style="list-style-type: none"> • Uses knowledge of educational pedagogy and methods to make necessary curricular and programmatic adjustments • Customizes instructional models to match vision and mission that integrate the foundations of language, cultural practices, and traditions • Ensures that professional learning communities, faculty and practitioner mentorship are in place, supported, and effectively used to continuously assess and improve teaching and learning against standards • Fosters and promotes an environment of innovation and

	<p>creativity to support student growth and achievement</p> <ul style="list-style-type: none"> • Works collaboratively with staff to identify student needs and to design and adjust instruction to ensure effective delivery of the cultural-based and standards-based curriculum.
Observation & Evaluation of Staff	<ul style="list-style-type: none"> • Employs a variety of supervisory and evaluation models to ensure exemplary teaching for student learning • Fosters a collaborative evaluation environment in which staff welcomes and seeks out observation, feedback, and coaching to improve practice • Demonstrates the ability to assist personnel in understanding and applying best practices for student learning • Provide individual and collective professional development and evaluate the impact of said PD on staff, school improvement, and academic progress. • Bi-annually implements effective teacher evaluation that promotes a culture of self-reflection and growth • Report to the Governing Board on bi-annual teacher evaluations and recommendations for growth.
Course Schedule & Completion Requirements	<ul style="list-style-type: none"> • Provides collaborative leadership for the design and implementation of effective and efficient schedules that maximize all facets of student learning • Monitors and supports course completion to ensure that graduation requirements are met • Promotes early college, dual credit, and community experiential learning opportunities.

COMMUNICATION & COMMUNITY RELATIONS

An educational leader fosters the success of students by effectively communicating, collaborating, and engaging stakeholders to promote understanding, support, and continuous improvement of the school's programs and services that are aligned with the school's mission.

KANU Accountability Parameters: Programmatic Issues, Climate, Media

Communication Skills	<ul style="list-style-type: none"> • Keeps the Governing Board abreast of all campus academic functions • Advocates for students and acts to influence decisions affecting students at local and state levels • Actively promotes and creates opportunities for engagement of students and 'ohana.
Community Awareness	<ul style="list-style-type: none"> • Understands the greater campus community to be a valuable resource and works collaboratively to establish a genuine model between home, school, and community • Utilizes multi-media approaches to build community awareness of KANU's campus curriculum and programs • Maintains strong connections with media personnel and agencies, communicating frequently and effectively with

	the larger community
Interpersonal Skills & Human Relations	<ul style="list-style-type: none"> • Complies with legal and ethical requirements in relationships with employees and students • Models and promotes rigorous expectations, mutual respect, appreciation, and empathy for students, staff, families, and community stakeholders • Establish strong physical presence in daily operations, extracurricular activities, community events, and campus initiatives.

ORGANIZATIONAL MANAGEMENT

An educational leader fosters the success of students by efficiently managing and overseeing the school's organization, operations, and use of resources utilizing sound management practices.

KANU Accountability Parameters: Facilities, Physical Plant, Annual Financial Audits, Compliance, Special Education

Rules, Regulations, Laws, Policies & Procedures	<ul style="list-style-type: none"> • Demonstrates and communicates a working knowledge and understanding of the rules, regulations, laws, and policies and procedures relating to public charter schools • Establishes and enforces rules and procedures to ensure a safe, secure, and orderly environment for all campus students, faculty and staff, 'ohana, and community members.
Monitoring Building Space & Activities	<ul style="list-style-type: none"> • Works collaboratively with Ka 'Oha and KALO to ensure appropriate and best use of space for all that utilize the campus • Conducts regular site inspections promoting efficiency
Safety & Security	<ul style="list-style-type: none"> • Ensure security and safety of the campus school community with Leadership Team • Establish school safety procedures and exercises in conjunction with the Incident Management Team and in alignment with the KANU Emergency Preparedness Plan and established communication procedures.
Monitoring & Mentoring	<ul style="list-style-type: none"> • Monitors and provides supervision of all instructional programs and activities on campus.
Office Management	<ul style="list-style-type: none"> • Monitors and provides supervision of campus office staff in concert with the Leadership Team • Effective management of organizational resources in collaboration with the Leadership Team.

RESOURCE MANAGEMENT

An educational leader promotes success of all students by ensuring the management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

KANU Accountability Parameters: Teacher Recruitment/Evaluation, Budgeting

Managing HR	<ul style="list-style-type: none">• Create a safe and inclusive learning environment with sound personnel policies and procedures• Selectively recruit qualified staff and teachers who believe in and can uphold the vision/mission of KANU• Ensure staff are appropriately qualified and licensed in their position• Upon consistent evaluation and documentation, terminate campus staff and teachers who are incompetent, ineffective, resistant to change, or do not uphold the vision and mission of KANU.
Managing Fiscal Resources	<ul style="list-style-type: none">• Manages fiscal resources efficiently and effectively• Enforces fiscal policies and procedures
Fulfilling Legal Responsibilities	<ul style="list-style-type: none">• Ensures compliance with all local state and federal laws and rules

GREATER POLITICAL & SOCIAL CONTEXT

An educational leader promotes the success of all students by understanding and responding to the larger political, social, economic, legal, and cultural context.

KANU Accountability Parameters: Climate, Innovation, Change

Legal Issues	<ul style="list-style-type: none">• Manage the campus to reduce school risks in conjunction with the Leadership Team• Addresses all legal issues in a timely and effective manner in conjunction with the Leadership Team and Governing Board• Complies to all laws that pertains to charter schools
Legislature	<ul style="list-style-type: none">• Interprets Federal and state mandates for stakeholder groups in conjunction with the Leadership Team• Maintains professional relationships with key legislators
Change	<ul style="list-style-type: none">• Manages & directs in the school in conjunction with the Leadership Team• Leads the campus with innovative practice to ensure that KANU is always evolving toward necessary change and on the leading edge in effectively rising to fulfil the mission and vision of the school.
Charter School Commission	<ul style="list-style-type: none">• Complies with all campus related instructional mandates and adheres to established deadlines for timely submission of documents and reports in conjunction with the Leadership Team.

CONDITIONS OF EMPLOYMENT

- The position is located on the Kauhale OIwi o Pu'ukapu campus at Kanu o ka 'Āina New Century Public Charter School with travel associated with school responsibilities
- The position has primary responsibility for the student population on Kauhale campus and is expected to be on campus daily
- The Kauhale Principal is required to report formally to the Governing Board Monthly
- The Kauhale Principal's performance is evaluated annually by the Governing Board
- Weekend and after-hours work aligned to school activities is required
- The Kauhale Principal must work synergistically and collaboratively with the Leadership Team and Governing Board
- This is a 12-month position.

COMPENSATION

To be determined based on experience and qualifications.

Please submit your resume and cover letter to kanugb@kalo.org no later than April 24, 2020.

Kanu o ka Aina NCPCS is an equal opportunity employer.