



Nā Wai Ola Public Charter School School Director Job Posting

Job Title:	School Director
Reports To:	Governing Board
Classification:	Regular, Full Time, Contractual, Exempt from Civil Service
FLSA Status:	Exempt
Bargaining Unit:	To Be Determined

OVERVIEW

The School Director is responsible for the academic, fiscal, and organizational frameworks of the school. Responsible for the alignment of the curriculum to the mission and vision established by the Governing Board. Also responsible for ensuring strong lines of communication between the school's Governing Board, Charter School Commission and the greater school community.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following.

1. Adheres to and enforces board policy, school guidelines, and Commission directives.
2. Provide leadership and direction to faculty and staff.
3. Hire, evaluate, and terminate staff.
4. Serve as liaison to the Governing Board, including providing formal and informal reports to the Board and Commission.
5. Prepare materials in conjunction with Business Manager for Board meetings, including but not limited to student academic achievement data, fiscal reports (Profit and Loss, Balance Sheet, Budget, etc.), updates to staff structuring, etc.
6. Implement and follow policies and procedures.
7. Provide a safe environment for learning.
8. Ensure proper budgeting, accounting, auditing, and financial planning.
9. Supports the overall school improvement process including teacher observation, modeling best practice, and analyzing student data.
10. Ensures compliance with Chapter 19.
11. Supports the implementation of Response to Intervention and monitors its continued implementation.
12. Assists in the development and administration of policies dealing with discipline, conduct, and attendance.
13. Communicates relevant policies and procedures with regard to student discipline, conduct, and attendance to students, staff, and parents.
14. Works with and assists faculty in the development of effective classroom discipline and organization.
15. Prepares required reports and paperwork such as discipline reports, suspension reports, expulsion paperwork, discrimination complaints, parent communications, and other paperwork as assigned.
16. Supervision of special events.
17. Ensures compliance with appropriate Bargaining Unit Contracts.
18. Facilities development.



Nā Wai Ola Public Charter School School Director Job Posting

19. Oversight of all aspects of free and reduced lunch program/process, including managing the entire application process.
20. Ensure compliance with the Charter School Commission and DOE requirements.
21. Ensure compliance with all applicable IDEA/504 laws.

SUPERVISORY RESPONSIBILITIES

1. Supervise and evaluate all instructional practices in the school, including coaching and mentoring directly or through other staff and/or professional development programs.
2. Complete faculty and staff evaluations on a yearly basis or according to the schedule outlined in Bargaining Unit Contracts.

DESIRED EDUCATION, EXPERIENCE AND QUALIFICATIONS

1. BA/BS degree in Education Administration, Business Administration or equivalent.
2. Administrative certification welcomed but not mandatory.
3. Demonstrated successful leadership in a senior administrative position in a public, charter or private school, preferably but not necessarily as a Principal or Director and preferably working with a board.
4. Exhibited leadership in working with professional staff, students, and the community toward achieving goals;
5. Demonstrated successful teaching experience and other school roles, preferred in a Hawaiian culture education setting.
6. Commitment to accountability, including a rigorous student testing regime;
7. Three years broad, varied and increasingly responsible experience with budgeting, computer information systems, and organizational procedures. Charter school experience desirable.
8. Experience with data-driven decision making to achieve students' academic goals.
9. Demonstrated success in encouraging parental involvement.
10. Previous experience in facilities development preferable.

COMPENSATION

To be determined based on experience and qualifications.

Please submit your resume to gbchair@nawaiolapcs.org no later than March 31, 2020.