



Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

Haku 'ia 51617

Kūlana (*Position*): SIG (School Improvement Grant) Coordinator
Two-year contract position, pending positive quarterly performance
Uku (*Salary*): Contract amount based on qualifications and hours
School Year 2017-2018

Position Summary

Responsible for providing support for Ka 'Umeke's educational program goals through the routine general administration and onsite implementation of the SIG funded programs

Minimum Qualifications

- Bachelor's degree from an accredited college or university preferred
- Able to communicate honestly and openly with a variety of stakeholders
- Strong organizational skills and focus on details
- Strong facilitation skills
- Management and leadership experience
- Understanding of and commitment to the Hawaiian language immersion philosophy

Desirable Qualifications

- Fluent in Hawaiian language
- Ability to communicate effectively with parents, students, and staff verbally and in writing
- Reliability in attendance, punctuality, and follow-through

Supervision

Member of the Administration team, under the direct supervision of the Po'okumu.

Essential Functions

- Coordinates planning, development and implementation of SIG program activities
- Develops procedures and policies for the operation of the SIG program
- Implements applicable district, agency, and grant policies and regulations
- Administers assigned budget
- Collaborates with internal and external personnel (e.g. administrators, vendors, facility managers, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs
- Facilitates partnerships with appropriate public and private agencies that provide services to haumāna and 'ohana
- Maintains manual and electronic files and records for the purpose of documenting activities, providing written reference and meeting mandated requirements
- Oversees program staff, program operations, services, and the implementation of

I Ulu i ke Kuamo'o ~ I Mana i ka 'Ōiwi ~ I Kā'eo no ka Hanauna Hou!

Inspired by Our Past ~ Empowered by Our Identity ~ Prepared for Our Future!

222 Desha Ave. / Hilo, Hawai'i 96720-4815 • Kelepona Phone 808.961.0470 / Kelepa'i Fax 808.933.0975



Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

- programs and/or processes (e.g. site rules, discipline, site schedule, space requirements, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements
- Participates in organizing meetings, workshops, seminars, etc. (e.g. staff trainings, parent meetings, etc.) for the purpose of identifying issues, gaining knowledge, providing information and/or supporting site staff
 - Prepares a variety of documents and reports (e.g. attendance, budget, daily activity, daily program content, etc.) for the purpose of providing written support and/or conveying information
 - Researches a variety of topics (e.g. extended learning, cultural learning, community service projects, etc.) for the purpose of being knowledgeable on trends and changes and/or making recommendations
 - Analyzes and applies information from periodic program evaluations
 - Establishes and maintains communication with members of the school staff about student needs and aspects of the after school program
 - Responds to inquiries by staff, school personnel, 'ohana, public and program participants for the purpose of providing information and/or direction as may be required
 - Participates on local and state committees related to after school programs
 - Prepares additional proposals for supplemental funding
 - Provides oral and written reports to Po'okumu
 - Perform all other duties as assigned

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Inā hoihoi kekahi e noi hana, e ho'ouna mai i kāu leka hoihoi, ka mo'omō'ali hana a 'elua (2) leka kāko'o. 'O ka lā palena pau ka lā **16 June 2017**.

*If you are interested in applying, send in your letter of interest, resume, and two (2) letters of support. The deadline to apply is **16 June 2017**.*

Hiki ke leka uila mai *You can email:* HR@kaumeke.net

Kelepa'i *fax:* (808) 933-0975

Leka mai *mail:* 1500 Kalaniana'ole Ave., Hilo, HI 96720

Kelepona: (808) 961-0470

I Ulu i ke Kuamo'o ~ I Mana i ka 'Ōiwi ~ I Kā'eo no ka Hanauna Hou!

Inspired by Our Past ~ Empowered by Our Identity ~ Prepared for Our Future!

222 Desha Ave. / Hilo, Hawai'i 96720-4815 • Kelepona Phone 808.961.0470 / Kelepa'i Fax 808.933.0975