

I. IDENTIFYING INFORMATION

Class Title: Office Assistant IV (Ohana Programs Coordinator)
Position Number: 27540004
Classification: SR10 (\$38,328 - \$56,676 annually)
Geographic Location: Waianae, Oahu, HI
School: Kamaile Academy PCS

II. INTRODUCTION

Provides administrative support to Navigators' Center 'Ohana Program, which supports students' academic success, health & wellness, and community and family support. Programs include Ohana Engagement, Volunteer Programs, and student support services activities.

Administrative support includes office management, general assistance to Center visitors and callers, maintenance, and application of technology and data systems, supporting the completion of program-related facilities requests and support with disseminating school and community communications, and general school community outreach.

III. MAJOR DUTIES AND RESPONSIBILITIES

'Ohana Engagement:

- **Parent programs:** Under the guidance of the Navigator Center Director, develops and coordinates programs for parents at Kamaile. Receive parent program proposals and engage parents and staff in processes (survey, focus groups etc.) to identify potential program offerings. Coordinate program offerings subject to administrative approval. Supervises and organizes the training, placement, and supervision of volunteers. Programming examples may include 'ohana educational events, campus clean-ups, etc.
- **Coordination of large school-wide 'ohana events:** Under the guidance of the Navigator Center Director and in collaboration with Navigator Center staff, coordinate large events open to the whole school, including our Winter Fest, Exhibitions (to highlight project-based learning), Sunset at Kamaile (a large project-based-learning event with 9th-grade advisors and students), and Hanohano Kamaile.
- **Volunteers:** In collaboration with the Navigator Center Director, responsible for the overall systems development for parent volunteers. This includes ensuring recruitment, scheduling, and supervision of staff and volunteers. Examples may include classroom parents or garden volunteers.
- **Grade-level event support/coordination: Support teachers in** processing facilities requests, and organizing logistics planning with Safety Team, kumu, and coordinators. This includes grade-level dances and other 'ohana events and engagement activities.

Clerical Duties

- Performs senior-level clerical work that involves a wide range of clerical functions where some originating and planning of work are required and a variety of highly complex clerical/administrative tasks require evaluating and analyzing information.

- Performs extensive searches through various paper and electronic files and records, extracts, refines, and organizes necessary information, and prepares reports.
- Summarizes materials and prepares reports requiring the interpretation and analysis of data and judgment as to format and presentation details.

Communication

- Serves as a liaison to family and community members. In collaboration with the Navigators Center Director, develops communications to disseminate information, publicize programs, and gain student, parent, and community involvement in and understanding of school programs.
- Coordinates with school partners in implementing programs and initiatives to build and gain support and resources for school programs.
- Represent the school at special events and in meetings at school, community, educational and cultural locations, traveling within the commuting area using own private transportation. Participation may include formal and informal presentations and contributing and/or speaking on behalf of the Center Director and/or School Administration.
- Develops rapport with students, family and community members, and other Kamaile staff to establish trusting relationships.

Performs other duties as assigned.

IV. SUPERVISION AND CONTROLS OVER THE WORK

Works under the supervision of the Navigators Center Director who collaborates with school leadership to provide strategic planning and goal setting, and program initiatives for the Center. Work is controlled and guided by program direction, school policies and procedures, and expectations established by the Center Director. Is expected to carry out responsibilities with relative independence.

V. MINIMUM QUALIFICATIONS

- Successful experience in working with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening the engagement of a diverse community and skill in communicating with a diverse population.
- Two years of work experience, which involved the performance of a variety of clerical tasks and demonstrated knowledge of office practices and procedures, and the ability to carry out procedures in clerical work systems, and operate various kinds of office equipment and technologies.
- Ability to communicate effectively with parents, school staff, administration staff, and the public.
- Knowledge of and demonstrated skill in using the English language, both spoken and written.
- Demonstrated knowledge and experience with Google Docs and Microsoft Office Suite (e.g., Word, Excel, PowerPoint, etc.).
- Knowledge and evidence of successfully implementing Hawaiian Culture-Based Education and/or Ola Kamaile practices.
- Demonstrated ability to maintain confidences and understands student information privacy rights.

VI. DESIRED QUALIFICATIONS

- Knowledge of Waianae Coast school community and community values
- Experience working within a local public school or nonprofit sector.
- Bilingual ability in a second language common to the school community.

VII. PHYSICAL AND ENVIRONMENTAL REQUIREMENTS OF THE POSITION

The physical demands and work environment described here represent those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak.
- The employee must occasionally lift and/or move 25 to 50 pounds.
- Employee may be required to interact with clients, customers, and staff who are emotionally upset, angry or distraught. In such interactions, employee must be able to maintain control and decorum and professionalism
- Employee will perform indoor and outdoor duties to include intercession duties. Indoor duties may or may not be in a controlled air environment.