

**Learning Director  
Kamaile Academy  
HGEA, BU-06 (12-month)**

**SUMMARY:**

The **Learning Director** provides overall P-12 leadership for Curriculum, Instructional, and Assessment (CIA). The position is responsible for the overall development, articulation, and implementation of an instructional program and leads in the coordination of staff professional development (PD).

**SUPERVISION:**

Works under the general supervision of the school principal and consistent with the priority functions and Indicators of Success. Responsible for being knowledgeable of and adhering to the principal, school, and corporate policies and directions. Exercises substantial judgment and independence of action in carrying out responsibilities consistent with such guidance.

**MAJOR DUTIES AND RESPONSIBILITIES: In collaboration with the school principal:**

**Student Learning and Achievement:**

- Develops, communicates, and implements a shared vision for all students to achieve or exceed standards.
- Develops, monitors, and reports on specific goals and actions designed to advance student achievement.
- Establishes clear priorities and maintains focus on the vision, goals, and actions to achieve the vision and secure a better future for the students, the school, and the community.
- Communicates the progress of students and school achievement and provides required reports to Principal, school stakeholders, Board of Directors, Local Advisory Panel, and funders.

**Curriculum, Instruction, and Assessment:**

- Overall lead on the creation of a P-12 Hawaii Cultured-Based Education (HCBE) plan.
- Overall lead on the creation of a P-12 Core Curriculum plan.
- Overall lead on the creation of P-12 Instructional Strategy plan.
- Overall lead on the creation of an overall PD Plan including, but not limited to: Hawaiian Culture-Based- Education, core curriculum, assessment, and instructional strategies.
- Overall lead on defining of Kamaile's instructional programs, strategies, and practices.
- Overall lead on the design and implementation of a Multi-Tiered Support System for Academics (MTSS). (Po'o and VPs are lead on MTSS Behavior)
- Overall lead on the development and implementation of a P-12 framework for career and college readiness and preparation including parents as well as students (Kamaile Vision of a Graduate).
- Establish and communicate clear expectations for P-12 Curriculum, Instruction, and Assessment.
- Ensure that systems are in place for the monitoring of the implementation of expectations and instructional programs through observable classroom practices of student learning. Monitoring will be completed by Learning Director, Po'o, VPs, and curriculum coordinators.

- Evaluate the implementation of expectations and instructional programs.
- Refine how data is used to inform classroom practice.
- Review and refine the tutoring program (K-12).
- Implement instructional programs, strategies and practices.
- Provide oversight of the monitoring of the implementation of instructional programs, strategies, and practices to ensure accountability.
- Evaluate the implementation of instructional programs, strategies, and practices to ensure accountability.
- Review and refine the PD plan based on collected implementation data.
- Evaluate the impact of PD on observable classroom practices.
- Facilitate the delivery of professional development.

#### **Leadership and Governance:**

- Leads by example with a level of professional conduct that is above reproach. Consistently demonstrates high moral, ethical, and professional standards of performance and personal integrity, which includes addressing problems and issues in an open, honest, and timely manner. Ensures proper conduct goes beyond the practice of avoiding what is wrong, rather choosing to do what is right. Serves as a champion for the school and the corporation, avoiding actual or perceived behavior personally or among the staff which may cast a negative impression on the school, the corporate staff, or the Ho'okako'o Board.
- Creates a professional environment by assuring that personal and staff interaction with others in the school, community, and corporation are conducted with utmost respect and professionalism. Honors the ideas of others even when in disagreement with those ideas. Works collaboratively to resolve disagreements and seek mutually respectful solutions.
- Participates as required and on own initiative when appropriate in meetings, workshops, and conferences that involve decisions affecting the corporation and/or the school. Advocates for the school position by providing input to the decision making the process of the corporation. Respects supports, and implements decisions once made and requires the staff to be equally supportive.
- Demonstrates a leadership commitment to, and requires all staff members to embrace and support, statutes, laws, school and corporate policies, collective bargaining agreements, as well as the values of the school and the corporation.
- Provides leadership in creating and leveraging community partnerships to improve the school, enhance its resources, and improve student achievement.
- Collaborates with the staff in identifying issues and needs, and advocates for staff needs as appropriate.

#### **Communication and Marketing:**

- Participate in development and implementation of a process for faculty and staff meetings that allows for timely sharing and dissemination of information as well as meaningful input to and discussion of needs and actions for effective delivery of the educational program and operation of the school.

- Assist in establishing and carrying out a community information program that creates support and enthusiasm for the school's vision and mission, and keeps parents and community members informed of the school's challenges and accomplishments and involved in school activities.
- Models and promotes trust, enthusiasm, rapport, respect and openness among faculty, staff, students, and members of the community. Celebrates successes and recognizes the achievements of others.

**Human Resource Management:**

- Participates in identifying the competencies required for each staff member in order to fully meet job expectations and contribute effectively to the achievement of the vision. Participates in screening, selecting and assigning staff members consistent with job requirements, corporate policies, legal requirements, and provisions of the collective bargaining agreement(s). Provides effective induction of assigned staff members assuring that each new member understands the vision and goals of the school, duties, and responsibilities of the position, performance requirements and expectations, school and corporate policies and procedures, and available support and assistance.
- Provides for the professional development of staff members based on personal, professional, and organizational needs and consistent with the direction of the school principal. Collaborates with staff members on the identification of needs, opportunities, sources, and methods of providing professional development. Monitors and assesses the results of professional development to assure the desired outcome.
- Fosters self-reflection by each staff member monitors individual performance and provides feedback and coaching to support success and continuous growth. Evaluate assigned staff members consistent with the approved evaluation process. Takes timely action to address performance concerns and deficiencies and provides plans for improvement to correct performance concerns.
- Monitors behavior and addresses all incidents or allegations of misconduct through timely and effective investigation and corrective disciplinary action consistent with legal requirements, corporate policy, and provisions of the collective bargaining agreement(s).

**Operations and Financial Management:**

- Assists the school principal in carrying out his/her responsibilities for school operations and financial management.

**MINIMUM QUALIFICATIONS**

- Possession of valid administrator credentials and/or a master's degree in Educational Administration/Leadership or related field.
- Minimum of five (5) years of successful certificated teaching experience.
- Ability to create and maintain a safe, orderly, positive school climate for staff.
- Ability to foster growth, creativity, and flexibility using a variety of techniques.
- Ability to facilitate the resolution of complex interpersonal issues.
- Ability to communicate effectively with all constituencies.
- Demonstrated successful experience in shared decision making and program development.

- Ability to achieve educational reform, inspire and lead change.
- Knowledge and demonstrative skills in the use of data and technology for teaching and learning.
- Demonstrated successful experience in a P-12 learning environment.
- Managerial skill in planning, organizing, delegating, listening, and follow through.
- Knowledge of innovations in education, alternative instructional strategies, place-based learning, alternative assessment methods, blended instructional support, support for special needs students, instruction based on student performance and decision making, cooperative learning.
- Demonstrated commitment to personal growth and development.
- Belief in and commitment to a values-based education that empowers all students to reach their full potential.

**DESIRED QUALIFICATIONS:**

- Possess a strong knowledge base of Hawaiian Culture-Based Education.
- Doctorate degree in Administration/Leadership or related field.