



## Position Description for School Principal

**General:** As Principal/CEEO serves as school and educational leader responsible for development, implementation, supervision, and evaluation of a comprehensive program of educational and student services. Administers the program in accordance with board policies, statutory requirements, administrative rules and regulations, and consistent with collective bargaining agreements.

**Supervision:** Works under the general supervision of the Ho`okāko`o Corporation Governing Board. Monitors and assesses school measures and dashboards to identify and undertake leadership initiatives to intervene when indicated by the data and to advance the schools progress. Works with the Ho`okāko`o Corporation staff regarding management and oversight of the school's budgeting, accounting, human resources, and other various organizational areas.

### Major Duties:

**Student Learning and Achievement:** Develops, communicates, and implements a shared vision for all students to achieve or exceed standards. Develops action plans and budget plans that are aligned with the Ho`okāko`o Strategic Plan and that maintain focus on the vision, goals and priorities for student, school and community success. Develops, monitors, and reports on specific goals and actions designed to advance student achievement. Communicates progress about or in respect to student and school achievement and provides required reports to school stakeholders, Board of Directors, Local Advisory Panel, and funders.

**Curriculum, Instruction, and Assessment:** Develops and implements a framework for curriculum, instruction and assessment that is research-based and aligned to standards. Assures that the approved curriculum is being effectively delivered in each classroom. Provides leadership to teachers in the development of classroom-based assessments of student learning and the use of assessments to inform instruction and improve learning. Utilizes multiple assessment tools and strategies to support the achievement of performance standards by every student. Implements and maintains the dashboard to provide indicators that measure the school's success in meeting the expectations of students. Regularly adjust goals and action plans for gaps and shortfalls in performance. Adopts and implements CIA framework evaluation tools so that annual progress is measured and effectively communicated to stakeholder groups.

**Student Support Services:** Develops, implements, and sustains a comprehensive support system with diagnostics and individual learning plans; intervention for gap group; counseling and discipline; family involvement and outreach; co-curricular programs; food services and

transportation.

**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`okāko`o Board.

Creates a professional environment by assuring that personal and staff interactions 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 needs by providing input to the decision making process of the corporation. Respects, supports, and implements decisions once made, and requires 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:** Develops and implements 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.

Establishes an effective communication system with the local advisory panel to assure knowledgeable, engaged, and active involvement in the school and to obtain panel input to corporate proposals. Provides for effective recording of minutes, record keeping, and follow through on actions and commitments resulting from panel meetings.

Maintains effective communications with the Ho`okāko`o staff and board to keep them informed of school progress; advocates for the needs of the school; and assure timely and substantive notification of issues and concerns that could have a significant impact on achieving the vision and goals.

Establishes and carries 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:** Identifies the competencies required for each staff member in order to fully meet job expectations and contribute effectively to achievement of the vision. Screens, selects and assigns staff members consistent with job requirements, corporate policies, legal requirements, and provisions of the collective bargaining agreement(s). Provides effective induction of all 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 all staff members based on personal, professional, and organizational needs. Collaborates with staff members on 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 and administrator for which he/she is assigned supervisory and evaluation responsibility. Monitors individual performance, and provides feedback and coaching to support success and continuous growth. Evaluates all staff members consistent with the approved evaluation process. Takes timely action to address performance concerns and deficiencies and provides plans of 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).

**Organizational Structure and Operations:** Creates an efficient and effectively operating and accountability structure for the school to include internal allocation of resources, structuring of positions and responsibilities, establishing internal controls, and operating policies and procedures that are aligned with corporate policies.

Assures school compliance with applicable statutes, federal laws, regulations, contractual provisions, and other governance parameters.

Provides a safe and healthy environment for students by effectively managing physical security, facilities maintenance, health services, food service operations, and custodian services. Maintains effective student discipline to foster an effective learning environment. Accounts for all school property and assures property accountability in accordance with school and corporate policy. Plans for the acquisition, management, accountability, and use of technology for instructional and operational purposes consistent with corporate policy. Periodically assesses the organization and the organizational climate to identify initiatives and actions necessary to maintain the overall health and effectiveness of the organization

**Financial Management:** Develops and presents for board approval the proposed

school budget to include capital budgeting and planning and expenditure of financial reserves in accordance with corporate policies and direction.

Executes the financial program consistent with the approved budget. Develops proposals and justifications for board approval of budget revisions when necessary.

Assures an effective and legally compliant fiscal accounting and payroll system. Assures adequate documentation and document retention in support of all financial transactions.

Assures compliance with procurement and purchasing requirements, as well as capital acquisition and expenditure requirements of the board.

**Minimum Qualifications:**

- Valid School Administrative credentials and/or Master's Degree in Educational Leadership and/or related field.
- Three (3) years of successful school administrative experience.
- Five (5) years of successful teaching experience.

**Desired Qualifications:**

- Ability to create a safe, orderly, positive school climate for students and staff.
- Ability to foster growth, creativity, and flexibility using a variety of techniques.
- Ability to facilitate resolution of complex interpersonal issues.
- Demonstrated successful experience in shared decision making, program development, and staff supervision.
- Demonstrated knowledge of Hawaii culture-based education and culturally relevant assessments.
- Demonstrated success in school turnaround initiatives.
- Demonstrated successful experience in Hawaii culture-based education.
- Demonstrated skill and success in observing, evaluating, coaching and developing teacher capacity.
- Knowledge and skill in fiscal management, staff development, and human relations.
- Ability to achieve educational reform and lead change.
- Knowledge and demonstrative skills in the use of data and technology for teaching and learning.
- Managerial skill in planning, organizing, delegating, listening, and follow through.
- Ability to gain and demonstrate knowledge of policies and laws that govern procedures and expenditures.
- Knowledge of laws, rules and regulations governing the operation of public schools, including school reform legislation.
- Knowledge of innovations in education to include: alternative instructional strategies, alternative assessment methods, blended instructional support, in-class support for special needs students, instruction based on student performance and decision making, peer tutoring, and cooperative learning.
- Ability to react in emergency situations to include intervening and restraining students, as necessary and consistent with District policy.

- Effective conflict resolution skills.
- Ability to gain and build upon public/community trust and involvement.