

Navigators Center Director
Kamaile Academy
HGEA 12 month
Bargaining Unit 13
General Professional V (SR-24)
\$68,556 - \$97,560

I. Overview of the Navigators Center at Kamaile Academy

Oversees the programming and overall coordination of the Navigators Center. The Navigators Center's broad responsibilities include the implementation of school-wide family outreach, wellness programs, student activities, and school communications. Implementation is reliant on staff and community partnership and collaboration. The Navigators Center director also holds a supervisory role.

The Navigators Center promotes health, wellness, and academic success. The Navigators Center works closely with community partners to provide a wide range of support and opportunities to benefit the student population.

As part of our Outreach, E Ola, and Olakino Program, the Navigators Center organizes programs such as dental screenings and services, vision screenings and follow-up, holiday gift drives, school supply drives, and other events to collect or solicit donations of items necessary for basic living (food, toiletries, blankets, clothing, etc.). The Transition & Outreach Specialist works collaboratively to address students' basic needs to ensure minimal interruption to the school day and their learning. Another on-campus support is the Kamaile Store, where students redeem Kamaile cards as part of Kamaile's positive behavior support system.

To engage students, parents, and families in meaningful ways, we partner with the teachers, instructional coaches, curriculum coordinators, support staff, and community members/organizations to support the whole child by coordinating school-wide parent engagement/ community events and after-school enrichment opportunities. The Navigators Center coordinates large events open to the whole school, including Winter Literacy 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, our May Hō'ike.

II. Major Job Duties for Navigators Center Director

Supervision and Leadership

The Navigators Center Director supervises the Ohana Program Specialist, Transition and Outreach Specialist, and Kamaile Store staff. The director leads the team of four members to the successful implementation of Navigators Center Programming.

Intercession and Kau ka Pe'a (Before and After-School Programs)

The director coordinates the before and after-school programming (Kau ka Pe'a) and intersession programs while working closely with administrators, grade level chairs, and curriculum team to identify student needs for intercession, summer, and after-school programs. The director consolidates ideas and

makes recommendations on which programs to offer. Once approved, the director works with faculty, staff, community members, and volunteers to plan for and deliver the approved programs. The Director is responsible for parent/family outreach to gain enthusiasm and ensure student and 'ohana participation in the program(s). The Director assures that a program assessment and evaluation is in place to determine if program goals have been met and to make recommendations on any changes to make in future offerings.

'Ohana Engagement:

- a. **Parent programs:** 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. Programming examples may include 'ohana educational events, campus clean-ups, etc.
- b. **Coordination of large school-wide 'ohana events:** Leads the Nav Center staff to 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.
- c. **Volunteers:** In collaboration with 'ohana program specialist, carries responsibility 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.

School Store. In collaboration with the Student Support Services Team. oversee the PBIS school store as part of promoting E Aloha (Respect Self, Respect Others, and Respect Place) and support student material needs in a manner that builds student esteem and contributes to student learning (e.g., learning supplies and materials, clothing, hygiene supplies, etc.). Supervise school store operations by overseeing scheduling, purchasing age-appropriate items, and securing and tracking material and financial donations, to ensure a full range of supplies at affordable or no costs.

E Ola Program. Manage the implementation of the McKinney Vento Act program to include establishing and maintaining contact with homeless shelters, community partners, and outreach programs for comprehensive family and student support. Conducts all communication with families from a responsive, strengths-based, and empathetic perspective to assist in the removal of the many barriers or obstacles preventing student and family engagement. Support and assist teachers in understanding and responding to the needs of all children experiencing housing insecurity.

Communications. Working closely with the school administration manages and oversees family and community communications regarding school programs, activities, and operations. Develops and implements strategies to help ensure that school communications reach all parents and/or families regardless of location and situation. Assures those communications reflect a high level of professionalism and accuracy. Communication includes but is not limited to those on ClassDojo, School Messenger, social media, grade-level quarterly newsletters, and Growing Our Kula publications. Communication responsibilities will also include maintaining the school website, and a stakeholder database to support disseminating communications to the broader community (e.g. Razor's Edge).

Budget. Collaborate with colleagues and administration to develop a budget based on the needs of the Navigators Center. Maintain and track the budget as related to the Navigators Center programming.

Data Leadership

- a. Lead in the monitoring of Navigators Center programs
- b. Produce and distribute quarterly impact reports sharing Navigators Center data
- c. Complete data reports that align to grants related to programming in the Navigators Center

Partner Development. In collaboration with school administrators, the Navigators Center Director serves as the lead point of contact in partner development that supports school programming that includes Navigators Center-specific programs, but also programs that may benefit other areas of student success. Examples of partnerships include student internships, tutoring, enrichment, or after-school programming.

Olokino (health and wellness) Leadership:

- a. Development and facilitation of a wellness committee to include developing and implementing a school wellness policy.
- b. Implementation of the fresh fruits and vegetable program (FFVP). This includes developing learning tools for staff to use with students. Examples include snack cards or videos to be shared with staff and students.
- c. Provide leadership to the Navigator Center team to develop and implement wellness outreach and service logistics. This includes vision screenings, dental education and screenings, and flu shot clinics.

Performs other duties as assigned.

III. Supervision and Control over the work

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

IV. Working hours:

HGEA employees work an 8.5-hour workday with a 30-minute lunch break. General work hours include 7:30 am- 4:00 pm. These hours may vary depending on programming needs in consultation with the Supervisor.

V. Minimum Requirements

- Master's degree in Education, Organizational Leadership, Public Administration, or related field.
- Successful five (5) years of experience in the education or nonprofit sector.
- Demonstrated success in a leadership role in previous related work experience.
- Commitment to collaboration and leadership.
- Strong verbal communication skills and the ability to collaborate with various stakeholders.
- Strong writing and editing skills.

- Experience working within the community with a strong understanding of the needs of the students and families served by Kamaile.
- Knowledge and evidence of successfully implementing Hawaiian Culture-Based Education and/or Ola Kamaile practices.
- Commitment to participate in professional growth opportunities and reflection.
- Reliability in attendance, punctuality, and follow-through.

VI. Desired Qualification

- Doctoral degree in Education, Organizational Leadership, Public Administration, or a related field.