

# Laupāhoehoe Community Public Charter School

www.lcpcs.org

## Vision Statement

Families, staff and community working together to graduate successful learners who are job, school, and life-ready.

## Mission Statement

Laupāhoehoe Community Public Charter School's mission is to emphasize hands-on learning and academic success where every student is known, valued, and loved using community partnerships and resources while instilling traditional cultural values.

## School Director Position Description

The School Director (SD) is the Chief Executive Officer of Laupāhoehoe Community Public Charter School (LCPCS). The SD is responsible for the effective operation of the school within the framework of policy governance approved by the Governing Board which includes the general administration of all educational, business, and other operations of the school. The SD will foster a culture of positive, engaged learners, and serve as a strong advocate for the school's core values and mission. The SD will work collaboratively with staff, community partners and the Board, to provide consistent and effective school leadership that prioritizes the interests and needs of students.

## Responsibilities and Duties:

### Educational Program Management

- Embody, advocate for, and execute the mission, vision and strategic direction.
- Support curriculum development, including for the virtual program.
- Define and implement criteria to build effective community partnerships to support the core educational program.
- Foster teacher leadership and shared accountability for student achievement.
- In conjunction with staff, refine and implement discipline policies that reflect developmentally- appropriate approaches to social and emotional learning.
- Determine the most appropriate relationship between the virtual and on-campus programs, ensuring both programs align with the school's mission.

### Operations Management/Supervision

- Ensure educational and regulatory compliance at all governmental levels.
- Establish systems and procedures to ensure efficient and effective operations.
- Supervise day-to-day operations of the school.
- Supervise and evaluate management team members.
- Ensure effective, fair, and transparent staff recruitment and hiring processes and procedures.
- Supervise staff and foster positive, collaborative working relationships.

## Communications Management

- Establish and maintain professional and cooperative working relationships with all stakeholders: parents, students, staff, neighbors, and community partners.
- Maintain a visible and accessible presence to the community.
- Advocate for LCPCS in the greater community and with the media.
- Represent LCPCS at local, county and state meetings and other events as requested by the Governing Board.
- Develop a regular and ongoing system of communication with families which may include a newsletter, school website, one-on-one meetings, etc., as appropriate.
- Perform outreach and marketing for the purposes of maintaining enrollment and fund development.

## Fiscal Management

- Develop and manage annual budget within the parameters established by the Board.
- In partnership with the Board, project long-range financial plans.
- Ensure systems and procedures for timely and accurate preparation and submission of required reports to the Board, the Charter Commission, and other agencies.
- Seek and apply for grants and other fundraising options to augment the resources available to achieve the school's mission.

## Governance

- Provide outcome measures for Board-approved Ends and demonstrate progress through presentation of monitoring data at regularly scheduled meetings with the full Board.
- Develop and maintain a candid, transparent, and mutually supportive relationship with the Governing Board.
- Educate and advise the Governing Board about issues impacting LCPCS, including student achievement, human resources trends and challenges, charter school landscape and context, legal and regulatory requirements, and the appropriate use of community partnerships.

*The Director will perform other duties as required.*

## Qualifications

### Education and Experience

- A combination of education and demonstrated experience to achieve desired outcomes. Master's degree in education or related field plus 3-5 years of related experience preferred.
- P-12 teaching experience preferred.
- Demonstrated leadership.
- Experience building community support, and coaching and developing staff.
- Experience working with culturally and linguistically diverse populations.

## Knowledge of:

- Local, state and federal laws applying to public schools.
- Laws and regulations specific to Hawai'i charter schools.
- Social and emotional learning programs and environments.
- Budget preparation and control procedures.
- Collective bargaining employment contracts.
- Rural Hawai'i Island communities.

## Ability to:

- Implement a culture of shared accountability for student achievement.
- Manage budgets, prioritize expenditures, and seek innovative methods for providing school resources.
- Promote and market the educational program and services of the school.
- Work within a dedicated community of diverse ideas and perspectives, managing and building consensus.
- Communicate clearly and resolve conflicts between constituents of the school.
- Develop a supportive and effective management team committed to maintaining effective systems which support overall student achievement and effective instructional approaches.

## Skilled in:

- Communicating clearly and effectively in both oral and written language.
- Establishing and maintaining positive, respectful relationships with a variety of people.
- Engaging families and the larger community in the life of the school.
- Managing a range of competing priorities, including those of community partners.
- Rallying the school constituents to a shared vision.
- Using a growth mindset to prioritize personal professional learning.

## Compensation

- Salary: \$105,000 - \$120,000/year
- Benefits: Comprehensive package, in compliance with the Hawaii Government Employees Association union
- Contract: 2 years, with opportunity to extend