



# Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

*Haku 'ia 5/16/16*

**Kūlana (Position):** 'Ohana Engagement Coordinator

Contractual position

**Uku (Pay):** Range from \$25,000-30,000

## **Position Summary**

Serve as the liaison between school and 'ohana; helps 'ohana understand the Charter educational system so they can become better advocates for their children's education

## **Minimum Qualifications**

- Experience serving as an advocate for children and parents
- Knowledge of family engagement research and literature
- Excellent communication and organizational skills
- Strong public speaking and presentation skills
- Ability to write clear and comprehensive reports and other documents
- Ability to read and interpret complex written material
- Solve complex problems logically and systematically

## **Desired Qualifications**

- Self-motivated leader who can work independently as well as part of a team
- Strong interpersonal skills
- Strong knowledge of computers and fundamental technology (i.e. DVD players, iPads, eLearning software, etc.)
- Experience working in a Title I DOE/Charter School
- Experience with developing collaborative partners and building relationships with constituents in the community
- Understanding of and respects the diversity of families economic, linguistic and cultural backgrounds and situations
- Understanding of student achievement data
- Understanding of and commitment to Hawaiian language immersion philosophy

## **Supervision**

Member of the Leadership team, under the supervision of the Director of Operations

## **Essential Functions**

- Work with families to identify how the school community can communicate and work effectively with 'ohana as equal partners
- Provide opportunities for continued learning through various workshops and classes for 'ohana
  - Provide at least one evening and/or weekend school-wide activity on a monthly basis

**I Ulu i ke Kuamo'o ~ I Mana i ka 'Ōiwi ~ I Kā'eo no ka Hanauna Hou!**

*Inspired by Our Past ~ Empowered by Our Identity ~ Prepared for Our Future!*

222 Desha Ave. / Hilo, Hawai'i 96720-4815 • Kelepona Phone 808.961.0470 / Kelepa'i Fax 808.933.0975



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- Recruit members of the community to host various workshops and classes that will directly help parents
- Provide families with educational resources to help their keiki
- Distributes, conducts and analyzes surveys to assess the needs of 'ohana
- Review school annual reports to evaluate the effectiveness of their parent involvement programs
- Keep records of all parent involvement activities, reports, surveys, funding, annual program evaluations and communications to parents
- Maintain a parent resource center
- Attend professional development meetings at local, regional, and/or state level
- Attend all local meetings and trainings for Parent Involvement Coordinators
- Attend school and staff meetings, when required by Po'okumu

**Working Conditions:** Indoors with/without air conditioning; Outdoors- all types of weather conditions

**Hours:** Schedule to be negotiated with contract

*The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.*

Inā hoihoi kekahi e noi hana, e ho'ouna mai i kāu leka hoihoi, ka mo'omō'ali hana a 'elua (2) leka kāko'o. 'O ka lā palena pau ka lā **27 Mei 2016**. *If you are interested in applying, send in your letter of interest, resume, and two (2) letters of support. The deadline to apply is **May 27, 2016**.*

Hiki ke leka uila mai *You can email:* HR@kaumeke.net

Kelepa'i fax: (808) 933-0975

Leka mai mail: 1500 Kalaniana'ole Ave., Hilo, HI 96720

Kelepona: (808) 961-0470 ext. 225

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