



Pedagogical Leader Job Description, 2019-20

Reports to: Governing Board

Direct Reports:

All teaching and special education staff

Summary

The Pedagogical Leader provides leadership and support to all aspects of the school community, with specific focus on the teaching staff and academic program. The Pedagogical Leader oversees pedagogy, and to that end, ensures that the programmatic aspects of the school and educational experiences of students are successful and in alignment with the mission, vision, and charter as a Waldorf methods public school. A key focus of the Pedagogical Leader is to ensuring high level of student achievement and well-being. The Pedagogical Leader sits on the school's Leadership Council and the Student Services Team.

Responsibilities

Pedagogy/Curriculum

- Coordinate visiting Waldorf mentors to ensure a strong, vibrant system of ongoing mentoring for teaching staff.
- Oversee faculty professional development; delegate running of team and faculty meetings
- Oversee the creation and implementation of comprehensive, rigorous curriculum that is consistent with Waldorf methodology and state standards; make sure all teaching staff members understand and support the school's program; work with Leadership Council and faculty to discern where to align school's curriculum with Common Core standards and where to consciously adapt the program.
- Continue to develop the school's evaluation process for teachers in line with HSTA requirements.
- Provide regular updates for the Board regarding implementation of pedagogical activities and initiatives.
- Support enrollment efforts throughout the year with a focus on ensuring that school families understand the curriculum and school programs
- Prepare school year calendar in collaboration with Leadership Council for approval by the Governing Board
- In collaboration with the Leadership Council, develop yearly program including bell schedule and teaching schedule.
- Ensure the school has the personnel and supplies necessary to carry out its pedagogical goals.

Student Services and Academic Accountability

- Develop and oversee student code of conduct compliance and oversight; coordinate student crisis intervention.
- Collaborate with the Student Services Team in the following areas:
 - Development and implementation of assessment and accountability systems for student progress.
 - Oversight of overall school performance, increasing and/or maintaining acceptable state test scores per charter contract.
 - Identify student needs and make recommendations as necessary to meet those needs
 - Oversight of special education program.

Human Resources

- Supervise all teaching staff, including coordinating performance evaluations and facilitating staff professional development goals
- Collaborate with Operations Leader regarding revisions to the *Employee Handbook* as necessary
- Oversee hiring and termination for all teaching staff, subject to school policy and applicable union contracts and HR laws.
- Oversee faculty in working with student well-being and behavior, working with parents, and general community relations.
- Oversee faculty professional development program, including identifying needs of faculty and ensuring follow-through of program(s).
- Serve as the school's liaison with HSTA union.

Compliance/Government/Legal

- Collaborate with Leadership Council regarding the charter renewal process.
- Maintain academic program compliance with Hawaii State Charter School Commission.

Enrollment, Development, and Marketing

- Work with prospective school families as the pedagogical representative of the school
- Take an active role in making the school visible in the community by writing articles for the local press, in collaboration with the school's Development Director.
- Work in tandem with the Development Director to promote the school, its image, and its resources
- Collaborate with Development Director to develop grant proposal concepts to meet school needs
- Per the school's Media and Public Relations Policy, serve as the primary "face" or public spokesperson for the school, and may also designate other staff or faculty to take on this role as appropriate.

Community and Committees

- Meet with Leadership Council on established schedule.
- Contribute to school policy making, as needed.
- Conduct exit interviews with parents, faculty and teaching staff, and supervise and summarize collection of feedback.
- Participate in planning and implementation of school assemblies and festivals.
- Attend all school festivals and events as the guiding pedagogical presence.
- Facilitate positive and cooperative school climate with faculty, staff, and parents.
- Facilitate a professional and collegial culture that is student-centered.
- Receive and resolve parent, staff and community concerns related to the educational program.
- Serve on all appropriate committees.
- Represent the school in outside alliances, organizations, and events that require an administrative pedagogical presence.

Parent Relations

- Work with parents to address concerns and facilitate cooperation and communication.
- Ensure consistent and meaningful parent involvement and support by attending 'Ohana Association meetings and other approaches.
- Oversee parent education program.
- Collaborate with the Operations Leader on revisions and updates to the *Family Handbook*.
- Contribute to parent newsletter on regular basis with parent education articles.
- Monitor attendance rates, and work with families and faculty to ensure consistent attendance.

Student Services Team

- Participate as a member of the Student Services Team to plan and implement Title I and Special Education programs, ELL and state testing
- Supervise Special Education Coordinator

Budget/Finance

- Oversee educational program budget and approve expenses within existing budget limits.
- Work closely with Operations Leader to establish multi-year budget projections that support school-wide programming goals.

Facilities and Landlord Relations

- Work with the Leadership Council to ensure that the board of Friends of KPPCS has a comprehensive understanding of the schools' long-term site needs.
- Collaborate with the Operations Leader in maintaining the safety and adequacy of the school site.

Relationship with the Governing Board

- Provide a monthly report to the board.
- Maintain an excellent relationship and communication with the Board.
- Collaborate with Operations Leader to assist with Board study & professional development.
- Attend Board meetings.
- Contribute to Board meeting agenda making process.

Other

- Collaborate with Operations Leader regarding management of the Extended Day Program.

This is a full time, exempt salaried position with occasional evening and weekend hours.

OUR IDEAL PEDAGOGICAL LEADER

Well-qualified candidates will have leadership experience or a strong capacity for leadership, a depth of expertise in and commitment to Waldorf education, Hawaii public school experience, and an understanding of and commitment to the three strands of Kona Pacific's educational framework.

Competencies Required:

Kona Pacific Public Charter School seeks to fill this leadership position with an individual who is well acquainted with the Kona Pacific PCS community. We encourage applications of qualified individuals from within this unique community in order to encourage the growth and development of our staff, parents and community members. A thorough understanding of Kona Pacific's unique vision, mission culture and core values is important and highly desirable.

Education:

Minimum:

- B.A. or B.S. degree required with course work in education.
- Waldorf teaching certificate, complete or more than 50% through the process.

Desired: M.A or Ph.D. in Education or postgraduate degree in a related field.

Credentials:

Desired: Credential in Waldorf or Public School Administration and/or Waldorf or Hawaii State Teaching Credential

Experience:

Minimum:

- At least two years of experience in public sector Waldorf education.
- Teacher support and mentoring experience.
- Experience serving in a school leadership role in some capacity.

Desired: At least three years of teaching experience in Hawaii public education is highly desirable.

Capabilities:

- Deep understanding of and commitment to Waldorf pedagogy.
- Must be a student of Anthroposophy.
- Must be adept at a wide variety of school-based skills, including: building school-wide trust and healthy relationships, handling student discipline, leading teachers and staff, facilitating meetings, and connecting with parents in proactive and healthy ways.
- Strong familiarity with standards-based curricular design and assessment, instructional best practices, coaching skills, building professional learning communities and sustainable organizations, and strategic planning and long-term development of school programs.
- Experience in coordinating an evaluation process for teachers, and in ensuring that ongoing mentoring and coaching is consistent with these evaluations.
- Experience in coordinating and supervising the professional development of instructional staff, to include: attainment of annual goals, the Title II program, conferences and mentoring programs.
- Ability to lead in the development of school-wide and grade-level assessments of student learning, including the ongoing refinement of student progress reports, the use of internal KPPCS rubrics, and the co-alignment of these rubrics with state standards.
- Experience and skill in working in consensus.
- Strong computer, organizational and writing skills.

Personal Qualities Desired:

- An inspired natural leader who balances leadership qualities with humility.
- Commitment to Kona Pacific's mission and vision.
- Open-minded and able to work collaboratively and cooperatively.
- Community builder and articulate communicator with strong interpersonal skills.
- Commitment to getting the job done right, by following established policies and procedures.
- Must have a strong personal value system that encompasses high integrity, honesty, a solid work ethic, high professional standards and strong moral character.
- Enjoys working with an evolving vision toward community and global impact, while at the same time ensuring daily excellence on campus.
- Understanding of, appreciation for, and commitment to our core values.
- Experience with functioning successfully in diverse, multicultural environments and a genuine appreciation and respect for the diverse peoples of Hawai'i.

Requires US citizenship, or valid work visa.

Compensation: Salary commensurate with educational background and relevant work experience. Generous state benefits, including health care, pension, and life insurance.