



TITLE: Education Director

Status: Full-time Exempt

Reports To: Program Administrator

Supervises: Education staff, Tutors and Volunteers

Pay: \$60,000.00 - \$62,500.00 per year

Job Summary

Palama Settlement is a private, non-profit, community-based social service agency serving the Kalihi-Palama-Liliha neighborhoods for 125 years. Our mission is to partner with those who have the greatest needs in our community, empowering them to enhance their well-being through education, health, and recreation.

Under the direction of the Program Administrator, the Education Director oversees all aspects of Palama Settlement's education programs. S/he is an education professional, skilled in instruction, program development & assessment. Duties include the development and implementation of innovative educational materials and instructional methods; training and coaching education staff; observing classes; providing feedback to instructors; and providing classroom instruction when needed. The Education Director and the Program Administrator strategize together to achieve significant benefits for community constituents. The Education Director gives guidance to both youth and adult literacy programs and participates in community conversations to identify greatest needs. The Education Director ensures the equitable distribution of Palama Settlement scholarships by working closely with the Scholarship Committee and community partners. The Education Director has a commitment to continuous learning and demonstrates new techniques and concepts to achieve goals and inspire others.

Essential Duties

- I. Oversight and supervision of educational programs.
 - Work alongside program managers and instructors to develop the educational materials of the Pakolea, Ho`opa`a Kakou, Digital Arts Academy, Makery, Summer Enrichment Program, PreK ACE Boost Camp, afterschool activities, and other educational programs.
 - Provide training, technical support and mentoring to program staff. Assist in teaching the lessons when needed.
 - In consultation with program staff, develop measurable outcomes including appropriate tools for data collection that would demonstrate academic gains, character development and/or skill building progress.
 - Collect data for reports and funding applications.
 - Collaborate with Palama Settlement's programs managers, stakeholders, and community resources for meaningful initiatives.
 - Provide input and feedback to Palama management staff.
 - Provide oversight of volunteers who teach and support activities.



II. Lead Staff of Palama Scholarships

- Work closely with the Scholarship Committee and the Program Administrator in the distribution of annual scholarships to high schoolers and college students.
- Attend committee meetings and notify the Business Office of scheduled payments.
- Conduct outreach to neighboring schools, ensuring that scholarship recipients meet criteria and requirements.

III. Mandated Reporter

- The law mandates that professionals and personnel of any public or private agency or institution, or other individuals providing social services and financial assistance are **required** to report suspected child and/or vulnerable adult abuse or neglect. As a Palama Settlement employee, you must report any suspected cases of abuse or neglect to your supervisor.

IV. Other Duties

- Prepare activity reports for the Board of Trustees and funders, as scheduled.
- Support other Palama Settlement programs by sharing information and recruiting participants for Palama Settlement activities
- Assist the Agency with developing and distributing promotional materials.
- Participate in staff meetings, and agency-wide events and activities.
- Performs other duties as may be assigned.

Working Conditions

I. Work Environment: Mostly indoors in air-conditioned office.

II. Equipment Use:

- Laptop or desk top computer
- Presentation materials to include projector, screens, boards
- General office machines such as copier/scanner, fax system, etc.



III. Communication Demands:

- Ability to communicate effectively in written and oral forms of the English language.
- Group facilitation and public speaking.
- Proper telephone etiquette.
- Public and staff interactions relating to culturally diverse community residents in a friendly, culturally relevant and professional manner.

V. Mental and Physical Demands:

- Must be well organized and able to deal with multiple tasks, interruptions, and deadlines.
- Must have strong critical thinking and sound decision-making skills.
- Able to lift/pull and carry up to 25 pounds and climb stairs.
- Able to work a flexible schedule, that may include afternoons/evenings and weekends as needed.

Minimum Qualification Requirements

I. Education and Experience

- Master's in education degree, or related field.
- 3-5 teaching experience working with youth and/or families of diverse cultural backgrounds including at-risk populations.
- Management or administrative skills.
- Familiarity with program design models, including logic models, and program level outcomes.
- Understand human developmental stages.
- Excellent oral and written skills.
- Able to advocate for creative and new ideas.
- Experience developing or assisting in developing of curricula, lesson plans and/or youth activities.

II. *Desirable Experience*

- Proven record of creative and flexible thinking to conceptualize and execute innovative projects.
- Technical abilities to provide digitally based programs and/or virtual classrooms.
- Understanding of workforce development and training.
- Language skills other than English, particularly those of the immigrant population in the Kalihi-Palama community, including but not limited to Cantonese, Vietnamese, Chuukese, Marshallese, Samoan, and Tagalog.



Additional Requirements

- I. Possess a current, valid drivers' license
- II. Access to a registered and self-insured automobile
- III. Current CPR/First Aid Certification (or ability to obtain certification within 6 months of hire date)
- IV. Criminal background clearance
 - Hawaii Criminal Justice Data Center
 - National Sex Offender Public Registry
 - National Criminal History Database