

University Laboratory School A Hawai'i Public Charter School

The University Laboratory School: A Hawaii Public Charter School is seeking applicants for the position of Vice Principal.

The Vice Principal will assist the Principal in the overall administration of the school functions, including but not limited to the development, implementation, organization, alignment, and evaluation of curriculum and instructional programs, professional development, evaluations, data collection and analysis, and other initiatives to improve the quality of education of all students and employees at the University Laboratory School. The Vice Principal will serve as an assistant administrator, providing direct support to the principal and school-wide leadership to the academic team in all efforts; and other duties as assigned.

Minimum Qualifications:

- Master's degree in educational administration or leadership
- Professional experience with responsibilities for teaching, mentoring, and/or school administration in K–12 education
- Knowledge of and experience in implementing and evaluating effective classroom management, student-centered learning and cooperative/collaborative instructional strategies
- Knowledge of the principles, concepts, and issues of effective research-based practices in K–12 education and charter school administration
- Demonstrated ability to develop short- and long-term plans of action
- Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, individuals, students, parents, and teachers.
- Ability to effectively communicate orally and in writing to students, parents, administration, teachers, and the community in a professional manner

Desirable Qualifications:

- Experience in designing and implementing curriculum for, and/or teaching in a multicultural and diverse learning environment
- Experience teaching and conducting research in an educational research environment
- Knowledge of and ability to digest and report on current theories of teaching, learning, curriculum, instruction, and assessment to a wide range of audiences and stakeholders
- Knowledge of and/or experience teaching ULS/Curriculum Research & Development Group (CRDG) developed programs

To apply: Send a letter of interest indicating how the applicant meets the required qualifications, resume/vitae and transcripts (transcript copies acceptable, however, official transcripts are required at time of hire) and the names and contact information of three (3) professional references.

Interested applicants must mail, email, or hand deliver required documents to the address listed below.

Application deadline: January 18, 2019 or until filled

Email:

employment@universitylaboratoryschool.org

Mail or Hand deliver to:

University Laboratory School
Attention: Keoni Jeremiah, Principal
1776 University Ave. UHS 3- Room 115
Honolulu, Hawaii 96822