



Hawai'i State Public Charter School Commission
POSITION: **[Early Learning Performance Specialist](#)**

The Hawai'i State Public Charter School Commission ("Commission) seeks to hire an Early Learning Performance Specialist. This Early Learning Performance Specialist ("ELPS") reports to the Early Learning Director and/or their designee.

To support the ongoing work required to authorize high-quality charter schools, the ELPS collaborates directly as a member of the early learning team and the commission staff. The ELPS will participate in providing professional development opportunities designed to support high-quality educational leadership and administrative practices in charter schools, as defined by contractual charter agreements and addenda to contract between the commission and Hawai'i public charter schools.

This role includes monitoring charter schools' compliance with the Early Learning Addendum to Contract and the Pre-K-Only charter contract. The ELPS will document compliance through a systematic data-gathering process. This individual works with schools on compliance monitoring related to the charter contract and the three frameworks: Academic, financial, and organizational. This position involves the ongoing review and monitoring of required documents through the Commission-identified documentation collection system. Monitoring data shall be used to inform and notify schools regarding their contractual and statutory compliance through written reports summarizing the data collected. will be used in collaboration with the early learning team to develop presentations and reports for Commissioners.

The position requires systemic thinking, the capacity to process large quantities of print and produce written documents with detail and accuracy. This candidate shall possess a desire to learn about the relationship between the State Public Charter School Commission and Hawai'i state public charter schools.

Primary duties include:

- Understanding and applying the requirements of the Hawai'i Revised Statutes §302D and §302D-39 that inform the statutory requirements of the program;
- Understanding the early learning addendum to contract and the pre-K-only charter contracts;
- Monitoring school compliance with the early learning addendum to contract or the pre-K-only charter contracts;

- Effectively implement an electronic filing system that is organized, maintained, and up-to-date, which is easily accessible to the early learning team;
- Create document drafts necessary for reporting and monitoring functions. This includes, but is not limited to: Commission submittals, monitoring reports, annual reports, and other contract-related reporting requirements;
- Collaboratively co-create submittals and presentations with the early learning program director for commission meetings on the academic, financial, and organizational frameworks;
- Inform the work of the early learning team;
- Report and contribute to the early learning program director, who will share the data with the commission staff leadership team;
- Travel statewide to schools for the review of documentation, interviews with school personnel, and in-person inspections of documents and practices;
- Collaborate with the early learning program director to communicate policy changes proactively, keeping schools informed about any updates or modifications to monitoring practices;
- Contribute to the development of early learning contracts;
- Contribute to the oversight of the early learning budget and the review of fiscal transactions as it relates to the program;
- Contribute to the ongoing work of the early learning team to increase its quality and effectiveness; and
- Other duties as assigned.

Required Qualifications

- A four-year degree;
- Background and/or experience in some combination of education, legal, financial, and/or legislation;
- Collaborate and work effectively as a team;
- Able to work independently and monitor and pace one's work to meet timelines;
- Organized, punctual, detail-oriented, takes initiative with a proactive approach;
- Proficiency in writing and presentation skills using Word, Excel, Google programs, Canva; and
- Able to work collaboratively with schools to build professional trusting relationships.

Desired Qualifications

- Background in education or related field;
- Knowledge of Hawai'i's statutes and the legislative process;
- Knowledge of charter schools and Hawai'i's education system;
- Auditing experience;

Desired Skills

- Quick learner, strong organizational skills, and completes tasks in a timely manner;
- Possesses a positive attitude about growth and change and a willingness to learn;
- Attention to detail;
- Highly organized;
- Effective communicator (written and oral skills, listening, and questioning skills);

- Proactively and collaboratively approaches problem-solving challenges;
- Possesses a team-player mindset; and
- Has a systems-thinking mindset, using an ecological perspective that considers how actions affect other parts of the system.

This is an exempt, excluded position.

This is a full-time, 12-month position.

Posting will remain open until the position is filled.

Salary range: \$75,000-\$85,000, based on experience and level of education.

How to apply

Interested candidates should respond in confidence by e-mail with a cover letter, resume, and professional references to:

PJ Foehr

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