



Island School

High School Division Director

LOCATION

Līhu'e – Kaua'i, HI

SALARY RANGE

\$90,000 - \$110,000

PRIORITY DEADLINE

May 10, 2024

Late applications accepted

REPORTS TO

Head of School

START DATE

July 8, 2024

Or later by mutual agreement



OUR MISSION

Educating the mind,
inspiring the heart.



Preparing Kaua'i youth
to lead lives of significance.

Summary

Located on a 38-acre campus in Līhu'e, Island School enrolls 494 students in grades PK-12 and offers a traditional, well-rounded, private school structure while providing a distinctive college-preparatory educational experience for families on the island of Kaua'i. The student body represents communities from across the island, from as far north as Hā'ena to as far west as Kekaha. They work hard for their academic achievement and to fulfill their promise. In accordance with our mission, we strive to guide our students with an education that is not only rich in academic content, skill development, the arts, athletics and wellness, but also deeply rooted in place, as well as the Hawaiian values of ho'ihi (respect), kūlia i ka nu'u (striving for the summit), kuleana (personal responsibility), 'ike loa (learning and wisdom), pa'ahana (hardworking), lōkahi (teamwork

and collaboration), ho'omau (perseverance), and mālama (stewardship).

The high school division director oversees all curricular and non-curricular development activities involving students and faculty in the high school to create a dynamic learning environment. The division director collaborates with the academic director to carry out the vision for the overall high school academic program, and collaborates with the head of school to oversee the supervision of instructional and support personnel. Reporting directly to the head of school and supervising a staff of approximately 20 teachers in the high school, the division director serves as a member of the Academic Leadership Team. Island School looks forward to welcoming the high school division director later this summer, with a start date of July 8, 2024, or later by mutual agreement.





A Brief History

Island School was founded in 1977 by seven women who wanted to create a high-quality independent education option on Kaua'i. In 1991, the school relocated to Lihu'e on 10 acres donated by AMFAC/MB Hawaii, facilitating accessibility to students island-wide. The campus has since grown, incorporating additional programs such as pre-kindergarten, and fostering collaborations like Ho'oulu I Ke Ola O Na Pua with Kamehameha Schools to support Native Hawaiian students. Island School prioritizes diversity, offering financial aid to over half of the current students to ensure access to a private education on Kaua'i.

Key Stats

FOUNDED IN 1977

- 38 acres
- 35 classrooms
- 20 acres of playing fields

ENROLLMENT 494

- 176 PreK-5th
- 140 Middle School
- 178 High School

Student-teacher ratio is **11:1**, with an average class size of **20**

95% of students attend 4-year colleges over last 5 years

81 staff with degrees from over **40** colleges and universities

51% of families receive financial assistance

2024-2025 OPERATING BUDGET

\$9.7M

ENDOWMENT

\$1.3M

ACCREDITATION

Western Association of Schools and Colleges (WASC)

Hawai'i Association of Independent Schools (HAIS)

National Association of the Education of Young Children (NAEYC)

www.ischool.org



The School's Community



Students & Families

Island School, known as Home of the Voyagers, serves students for as many as 14 years. The school's main entry points are Nā Pua Keiki (Pre-K), Kindergarten, 6th Grade, and 7th Grade. Families represent fifth generation Kaua'i residents to others who moved within the last year to the Garden Island. The Island School 'Ohana Association promotes family-school communication and encourages family participation in classroom activities and field trips as well as school events.

Faculty & Staff

Island School has over 80 dedicated professionals from diverse educational backgrounds, offering valuable experiences for students and fostering a collaborative atmosphere among staff. The school prioritizes professional development, and provides teachers the autonomy to innovate in their teaching methods. Efforts to reduce faculty turnover, including addressing compensation issues, are underway through collaboration with the new head of school and the board of directors.

Facilities

Island School's campus features separate areas for pre-kindergarten, elementary, middle, and upper school students, along with a new classroom building that opened fall of 2023, an administration building, gymnasium, center for Hawaiian studies building, and a multi-purpose main hall. The campus also offers teaching gardens, an arts center, a smaller gym, outdoor basketball courts, and extensive playing fields, including both soccer and baseball fields. Pre-kindergarten classes are held on the Kaua'i Community College campus through a collaborative partnership.



Nancy Nagramada
Head of School

Nancy joined Island School as the head of school in the 2023-2024 school year. She has 30 years of academic experience in a variety of educational settings on both the East and West Coasts. Previously, she served as the Assistant Head of School and Head of Middle School at The San Francisco School and as a teacher, administrator, and residential faculty member during her 14-year tenure at The Athenian School in Danville, California. She received her Masters of Arts in Education Administration from Teachers College, Columbia University, and Bachelor of Arts in Anthropology and Education from Hunter College.

We invite you to watch this [interview](#), in which Nancy discusses the importance of hiring a mission-aligned high school division director.



High School Distinctions

Successful college-preparatory program —
Over 5 years, 95% 4-year college enrollment

178 high school students, with growth goal
to 216 by Fall 2029

Opened David W. Pratt Hall, Fall of 2023 with
six new classrooms and maker studio

Established ‘Ōlelo Hawai‘i program in Fall 2022

Strong Department Chair model for coaching
and supporting teachers

Academic Dean and High School Counselor form
the Academic Support team for the High School

Learning Voyage Week: Immersive learning
experiences through pause of regular scheduling

- **9th Grade:** Voyagers — a focus on history and tradition of Polynesian voyaging, traditions of outrigger paddling, and the importance of the ocean
- **10th Grade:** History of Hawai‘i immersion experience — a focus on traditions of lei making, imu practice, lū‘au tradition, poi pounding, wet and dry taro care, lau lau making
- **11th and 12th Grade:** Choice immersive experiences — international travel (Japan 2024, Spain 2025), college tour experiences, internships, etc.

Highly successful High School Athletic Program

- 2024 HSA Div II State Soccer Champions
- 3 times state champion 100M Breaststroke
- KIF (Kaua‘i Interscholastic Federation) League champions in multiple sports

Highly successful club program

- Mock Trial state champions 2 years in a row
- Science Fair and Robotics competitors at state level



Duties

Overall Leadership

- Maintain congruence between the school's mission statement and all activities of the high school division.
- Function as the chief articulator of high school division's programs and work with the Administrative Leadership Team to articulate the school's mission and goals in programming.
- Hire and onboard new divisional faculty and participate in planning and implementation of new teacher orientations.
- Oversee student life and community expectations in collaboration with high school counselor, including integrating new students into the high school division and resolving issues with restorative practices as necessary.

Curriculum, Pedagogy, & Engagement

- In collaboration with the director of academics, oversee the activities of the high school faculty in the performance of their duties through classroom observation, training, and evaluation.
- Serve as a consultant and coach to teachers in matters of classroom management, teaching methods, and trends in pedagogy, utilizing Folio as a tool for communication with teachers to document goal setting and growth.
- With the Academic Leadership Team, develop internal professional development opportunities and provide external professional development suggestions.
- Collaborate with the director of academics and department chairs to oversee grading and the reporting of student achievement.

School Culture & Community

- Foster inclusivity and belonging amongst the community of high school faculty and the student body.
- Conduct regular meetings with faculty that stimulate the exchange of ideas on issues of educational philosophical interest in addition to routine school matters.
- Foster a collaborative context for high school colleagues and students based on mutual respect and recognition of individual differences.
- Strive for unity, harmony, and cooperation through tact, helpfulness, respect, humor, and the recognition of individual differences and the special abilities and strengths of each community member.
- Report to the head of school, be a visible presence in all areas of the high school, and perform other duties as assigned.



Qualifications & Qualities

Qualifications

- Bachelor's degree required; graduate degree preferred
- Exceptional written and oral communication skills
- Excellent organizational and presentation skills
- Teaching and/or counseling experience for at least 5 years
- Proven success working collaboratively in educational leadership

Professional & Leadership Qualities

- Dynamic instructional leader with a solid understanding of the developmental and curricular needs of high school students
- Ability to communicate effectively in writing and individually with parents/guardians, colleagues, and students
- Strategic thinker and empathetic problem solver
- Ability to tolerate ambiguity, demonstrate initiative and make decisions
- Technologically savvy
- Ability to relate to a variety of constituents, confront problems tactfully, and maintain appropriate confidentiality
- Willingness to actively participate in the life of the school





How to Apply

12M Recruiting is acting on behalf of Island School to identify exceptional educational leaders to fill this extraordinary opportunity. Please direct any inquiries to:

jobs@12MRecruiting.com

Applications submitted by **May 10** will receive priority review.

All applications must be submitted online:

www.12MRecruiting.com/jobs/iSchool/HSDD

An application requires submitting four PDFs:

- Cover letter introducing yourself to the Island School search committee
- CV or résumé
- A list of four references (include each person's name, organization, title, phone number, email, and connection to you — though we will not contact any references without obtaining your written permission first)
- A one-page statement of educational philosophy

Island School is an equal opportunity employer. The School strives to provide equal employment opportunity to all applicants and staff in accordance with sound employee relations practices and federal and state laws. Our policy prohibits discrimination and harassment because of race, color, religion, sex (including gender identity or expression), age, national origin, ancestry, marital status, arrest and court record, reproductive health decision, disability, genetic information, sexual orientation, domestic or sexual violence victim status, credit history, citizenship status, military/veterans status, or other characteristics protected under applicable state and federal laws, regulations, and/or executive orders. This policy applies to all aspects of the employment relationship, including hiring, promotions, training, discipline, compensation, working conditions, and benefits.

