

# KEN KURAYA

GOV. MSG. NO. 805

## Professional Summary:

- Educator with over 40 years of education experience.
- Excellent reputation for resolving problems and working to improve the Hawaii Public School educational system.
- Dedicated professional with history of meeting goals utilizing consistent and organized practices.
- Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.
- Organized, dependable, and successful in managing multiple priorities with a positive attitude.
- Willingness to take on added responsibilities to meet team goals.

## Major Accomplishments:

- Certificate of Service – 40 years of dedicated service within the Hawaii State Department of Education
- 2012 TEAM Excellence Award of Merit – Race to the Top Detail Expenditure Reporting Team

## Skills:

- Budgeting and Expenditures
- Relationship Building
- Trustworthy
- Decision Making
- Customer Service
- Presentations and Public Speaking

## Work History for the Hawaii Department of Education:

### Budget Execution Administrator, 09/2013 – 11/2017 and 06/2018 – 12/2021

- Planned and implemented processes and procedures to allocate and monitor over \$1.8 billion dollars to schools, complexes, districts and offices within the Hawaii Department of Education.

### Budget Director, 11/2017 – 06/2018

- Established and enforced controls on revenue and expenses.
- Assessed costs to forecast trends and recommend changes.
- Set clear branch objectives and developed effective strategies to achieve targeted goals.
- Verified compliance of financial policies and procedures against federal regulations.

### Budget Specialist, 05/2000 - 09/2013

- Participated in annual close-out process by preparing required documents and performing transaction research.
- Managed, coordinated and prioritized multiple tasks and complex reporting assignments to meet state and federal deadlines.
- Forecasted expenditures and revenues to establish the department's financial position by examining and analyzing financial reports and discussing financial data and future requirements.
- Assisted budget director and section administrator in performance of required duties to facilitate maximum contributions by providing instruction, guidance and expertise.

### Vice Principal at Jefferson, Ala Wai and Hahaione Elementary Schools, 03/1994 – 08/1994 and 11/1994 – 04/2000

- Monitored and evaluated educational programs to maintain high-quality performance objectives and standards.
- Modeled expected and appropriate leadership to promote to teaching staff and administrative personnel positive interaction with students and families.
- Assisted principal with the oversight of administrative functions such as schedule management and protocols for orientation, registration and other related activities.
- Monitored student behavior and enforced discipline policies.

### District Resource Teacher for the Honolulu District, 08/1990 – 08/1992, 08/1993 – 03/1994 and 08/1994 – 11/1994

- Cultivated connections and rapport with teachers to help them foster classroom engagement with their students.
- Mentored classroom teachers to deliver effective and differentiated classroom instruction to a range of neurodivergent students.
- Assisted teachers in modifying the curriculum to meet the needs of students using various instructional techniques and technologies.

## **Work History for the Hawaii Department of Education:**

### **Administrative Intern, 09/1992 – 08/1993**

- School Administrator Training Program

### **Secondary School Teacher at Niu Valley, Kailua and Kawanakoa Intermediate Schools, 09/1981 – 08/1990**

- Planned, developed and executed lessons reflecting the grade level curriculum and Hawaii's core educational standards.
- Fostered positive and pleasant classroom culture while maintaining learning development goals.
- Evaluated students' academic and social growth, kept appropriate records and prepared progress reports to gauge performance.
- Supplied supplemental, one-to-one teaching instruction for at-risk or struggling students.

### **Educational Assistant at Kailua Intermediate and Wilcox Elementary Schools, 09/1978 – 09/1981**

- Supported student learning objectives through personalized and small group assistance.
- Provided support to help students with special needs learn and grow.
- Assessed student assignments to check quality and completeness.
- Collated classroom materials to help teacher prepare for daily instruction and activities.
- Partnered with teacher to plan and implement lessons.
- Relieved classroom teacher during breaks and maintained order and structure in the classroom.
- Kept classroom clean, neat and properly sanitized for student health and classroom efficiency.

### **Education:**

- School Administrator Certification, University of Hawaii at Manoa
- Secondary School Teacher Certificate – 5<sup>th</sup> Year, University of Hawaii at Manoa
- Bachelor of Arts – Western History and Eastern Political Science, Hawaii Pacific University – Hawaii Loa Campus
- High School Diploma - Iolani School