

Student Services Coordinator (SSC)

Kanuikapono is a Hawaiian Focused Charter School that serves more than 200 students in grades K-12. The school's vision guides a high quality instructional program rooted in 'Āina and Culture. Kanuikapono Public Charter School is seeking to fulfill Student Services Coordinator (SSC) position for the remaining school year 2018 – 2019.

Job Summary

The SSC works with School faculty to help meet the needs of all learners receiving special education/504 services under IDEA. The SSC serves as the primary coordinator for tracking requirements and timelines for all IEP and 504 support plans to ensure that procedural requirements are met on time.

Primary Responsibilities:

School's Student Services Coordinator (SSC) can expect to:

- Track and ensure legal procedural compliance with requirements and timelines for all IEP and 504 support plans.
- Coordinate support personnel (EAs, PPTs, and one-to-ones). Responsibilities may include but are not limited to: communicating with contracted agencies, coordinating hiring, training personnel, tracking and submitting timesheets, coordinating daily coverage and filling gaps as needed.
- Serve as the “administrative designee” in selected IEP and 504 meetings
- Manage, write/update, and coordinate all 504 plans
- Serve as liaison with DOE District Personnel regarding Chapter 60 and FAPE implementation
- Schedule and coordinate with service providers (e.g., speech language pathology, BHS counseling)
- Manage re-evaluation processes, including scheduling assessments by service providers, administering academic assessments, writing evaluation summaries, creating Prior Written Notices, and adhering to mandatory timelines
- Tracking behavioral interventions, including but not limited to Behavior Support Plans
- Contributing to weekly meetings of the Student Support Team
- Writing RFPs to enable support services required by students' IEP needs
- Coordinate transition meetings for students entering and exiting the school
- Coordinate with special educators to ensure that IEPs accurately reflect the inclusion classroom environment
- Review school data and assessments to develop academic support plans for students
- Perform other duties to contribute to the school community and its needs, as assigned
- Experience with and knowledge of Chapter 60, IDEA, and Civil Rights laws
- Basic familiarity with the eligibility categories under IDEA (both high and low incidence disabilities)

- Working knowledge of the Electronic Comprehensive Student Support System (ECSSS)
- Experience in creating student support plans that contain objective, measurable goals
- Genuine conviction that all students can learn and will be an integral part of our school
- Enthusiasm for collaborating with other teachers and school leadership to best meet student needs and to cultivate a positive and healthy school culture

Preferred Qualifications

- Hawaii Teaching License in Special Education
- Training in and/or qualified to administer academic assessments (Woodcock Johnson)
- Three or more years' experience working as a Special Educator
- Experience working at the primary and secondary levels