

**Student Services Coordinator (SSC)**  
**Kamaile Academy**  
**HSTA 10-month**

**Overview**

The Student Services Coordinator (SSC) position serves as a central point of contact for students, parents, teachers, and other stakeholders to address student concerns and ensure that every student has access to a free and appropriate public education (FAPE).

The SSC works collaboratively with classroom teachers, support providers, families, and community partners to evaluate and identify the strengths and needs of students who consistently perform below grade-level expectations. In addition to guiding the student support and special education pre-referral process, the SSC coordinates and monitors school-based services to ensure that all students receive the academic, behavioral, and social-emotional support necessary for success.

This position will be compensated with the hard-to-staff shortage differential for special education teachers. (This is 10,000 for SY 25-26)

**Duties and Responsibilities**

**1. Administering Assessments**

- Administers assessments to obtain an accurate picture of a student's academic ability.
- Gathers data on students referred for evaluation through interviews with school personnel and parents, reviews of written records, and collaboration with private and/or other agencies that have evaluated or served the student.
- Observes students' pre-academic and academic performance in classroom settings to note behaviors relevant to learning and functioning.
- Selects and administers criterion-referenced and norm-referenced achievement tests, along with other assessments in academic and skill areas.
- Interprets assessment data accurately; SSC is trained and qualified to administer and interpret selected assessments.

**2. Coordinating Evaluations and Services**

- Ensures appropriate diagnostic assessments are completed and all evaluation data are entered accurately into **eCSSS (Electronic Comprehensive Student Support System)**.
- Interprets achievement test data and integrates it with evaluation results from other disciplines to identify students' strengths and needs.
- Reports evaluation results and provides recommendations regarding educational, social, and emotional support services, including special education and related services where appropriate.
- Provides interpretation of evaluation results to counselors, teachers, and other staff to guide instructional planning.

- Suggests classroom accommodations and facilitates provision of services to meet identified student needs.
- Offers consultative services on screening methods and early identification of students with potential special needs.
- Convenes and facilitates initial conferences and eligibility meetings in compliance with state and federal procedures.
- Monitors students with identified needs, ensuring all federal, state, and district timelines are met through systematic compliance tracking.
- Maintains case reports and social/developmental histories within eCSSS.
- Demonstrates knowledge of IDEA procedures and compliance requirements.
- Collaborates with the Special Education Vice Principal and other administrators to manage and disseminate district updates and procedural guidance.
- Supports teachers with eCSSS documentation and data entry as needed.
- Serves as an administrative designee as requested by school leadership.
- Serves as Care Coordinator for designated students

### **3. Facilitating Conferences and Communication**

- Works with multidisciplinary teams to formulate eligibility recommendations in accordance with Department and federal criteria.
- Coordinates referrals and collaborates effectively across multiple agencies.
- Maintains ongoing communication with parents, teachers, staff, and community partners to support student progress.
- Acts as a liaison between school and families to promote trust, collaboration, and effective partnership.
- Communicates with sending and receiving schools for student transfers; ensures timely requests and transmission of special education confidential files.
- Guides the eligibility process for students entering from other states with current IEPs.
- Supports Care Coordinators in maintaining confidential records and compliance documentation.
- Assists in responding to on-campus crisis situations as needed in the absence of other support personnel.

### **4. Overseeing Requests for Additional Services**

- Receives, verifies, and submits requests for additional special education services (e.g., PPT, counseling, autism consultation, transportation).
- Ensures adherence to federal, state, and district timelines for funding requests and procurement processes.
- Accurately enters and tracks service requests within eCSSS.

### **Qualifications**

- Appropriate Certification (K-12 special education in-state licensure highly preferred)
- Minimum five (5) years of teaching/counseling experience.
- Knowledge of IDEA and Hawaii state laws related to special education and related services.
- Ability to communicate with parents, students, and staff verbally and in writing.
- Commitment to collaboration and teaming.

- Ability to maintain acceptable student behavior.
- Ability to use appropriate assessment, instruction, and evaluation techniques.
- Ability to utilize effective practices to build a community of learners.
- Knowledge of transition plans and post-school opportunities in Hawaii
- Knowledge of child and adolescent development and the ability to apply that knowledge to the selection and application of promoting student direction and success.
- Knowledge of skills and strategies necessary to meet the diverse needs of students.
- Knowledge and skill in culturally responsive teaching and learning.
- Commitment to participate in professional growth opportunities and reflection.
- Reliability in attendance, punctuality, and follow-through.