

Vacancy Announcement

Posting Date: June 02, 2026
Application Period: Until Filled

Waimea Middle Public Conversion Charter School

67-1229 Mamalahoa Highway
Kamuela, Hawai'i 96743
Tel 808-313-7500
Fax 808-887-6087



This is to announce the following vacancy for the 2026-2027 school year:

Student Services Coordinator (SSC) / Testing Coordinator

The salary varies depending on qualifications.

The position is at Waimea Middle School on Hawai'i Island. The school is a public conversion charter school, and the position is included in the HGEA 03 (12-month)

Position Description:

The Student Services Coordinator supports students, families, and staff by serving as a central point of contact to address student needs and ensure access to appropriate educational services. The role involves collaborating with teachers, support staff, parents, and community members to identify student strengths and needs, support Response to Intervention (RTI) systems, facilitate the special education pre-referral process, and coordinate school-based services for all students.

This position is under the direct supervision of the middle school Principal.

How to Apply:

Please submit a letter of interest, resume, and copies of licensure to Waimea Middle School – Penina Nansen

- Mail: 67-1229 Mamalahoa Highway, Kamuela, HI 96743
- Phone: 808-313-7510
- Email: penina_nansen@wmpccs.org
- Fax: 808-887-6087

“Waimea Middle School empowers all students with the skills, values and cultural understanding to successfully navigate high school and beyond.”

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

**WAIMEA MIDDLE PUBLIC CONVERSION CHARTER SCHOOL
POSITION DESCRIPTION
for
Student Services Coordinator (SSC) and Testing Coordinator**

General Description:

The Student Services Coordinator (SSC) position provides students, parents, teachers, and other concerned parties a single point of contact to address student needs and to ensure that every student has the opportunity for a free and appropriate public education.

The SSC works collaboratively with classroom teachers, support providers, parents and community members to evaluate and determine the strengths and needs of all students. Design, implementation, and support for a strong, school-wide system of Response to Intervention (RTI) is an essential function of the SSC.

In addition to guiding the student support and facilitating the special education pre-referral process, the SSC performs a variety of tasks and activities to assist the school in implementing school based services for all students.

Testing Coordinator:

- Coordinate all state, district, and school assessments at the school site.
- Ensure compliance with DOE testing policies and procedures.
- Train teachers and test administrators on testing protocols.
- Manage testing schedules, materials, and secure documents.
- Arrange testing accommodations for eligible students.
- Monitor testing sessions to maintain security and accuracy.
- Submit testing data, reports, and required documentation.
- Communicate testing information to staff, students, and families.
- Support analysis of assessment data to improve student achievement.
- Collaborate with administration and student support teams to ensure equitable testing practices.

Minimum Qualifications:

- Hold or be eligible for appropriate Hawaii State certification.
- Degree in Education or related field.
- Demonstrated content knowledge and successful teaching and/or student counseling experience.
- Demonstrated knowledge of:
 - Response to Intervention (RTI) system design, implementation, and maintenance.
 - The Individuals with Disabilities Education Act (IDEA) and DOE Chapter 56.

- o Section 504 of the Rehabilitation Act of 1973 and DOE Chapter 53.
- o Principles of academic, social, behavioral, and developmental growth of students.
- o Skills and strategies to meet the diverse needs of students.
- o Culturally responsive teaching and communication.
- o Educational tests and measurements.
- Ability to:
 - o Relate well and collaborate with students and adults.
 - o Facilitate meetings and collaboration effectively.
 - o Maintain strong communication, often confidential in nature.
 - o Perform a variety of computer-based tasks on a variety of software platforms.

Major Duties and Responsibilities:

- Coordinates appropriate educational and related programs and services to all students.
- Develops, implements, and supports a coordinated system of Response to Intervention (RTI) within the school and with other staff; the system includes:
 - o Data-Based Decision Making
 - o Distributed Leadership
 - o Professional Development
 - o Screening & Reporting
 - o Systems for Collaboration
 - o Strong Core Curricular Interventions
 - o Decision Rules and Protocols
 - o Progress Monitoring & Reporting
 - o Tiered Interventions
- Convenes and facilitates Student Support Team meetings.
- Provides liaison services for the school to community public and private agencies and services.
- Appropriately administers and communicates academic educational assessments to obtain accurate pictures of students' academic abilities:
 - o Assist in gathering data on students referred for evaluation through interview with school personnel, parents, review of written records, conferences with private and/or other agencies which may have evaluations or provided services to student
 - o Observe students: pre-academic and/or academic performance in regular classroom settings to note behaviors relevant to academic functioning
 - o Select and administer criterion-referenced and norm-referenced achievement tests and other assessments in pre-academic and/or academic skill and knowledge areas
 - o Ensures appropriate diagnostic assessments are completed and all evaluation data is collected and appropriately entered into eCSSS (student support information system)
 - o Interprets achievement test data and integrates it with the evaluation results of other disciplines in order to identify pre-academic and/or academic skills and challenges of students

- o Reports the results of the evaluation, integrated with classroom functions to determine child's learning strengths and challenges and kinds/types (duration and frequency) of educational, social, and emotional support services required, including special education and related services for students who require them
 - o Provides interpretation of evaluation results to counselor, teachers, and other school personnel
- Serves as the principal's designee in team meetings for children with disabilities as appropriate and necessary.
- Assists the principal in authorizing and coordinating appropriate related services for children with disabilities as appropriate and necessary.
- Suggests necessary classroom accommodation strategies and/or facilitates the provision of appropriate services to meet student needs.
- Provides consultative services to counselors, teachers, and other school personnel in screening methods and early identification of children with special needs.
- Monitors students with identified needs by completing appropriate paperwork and meets all timelines (federal, state, district).
- Maintains statistical data for purposes of reporting and evaluating services.
- Maintains case reports on social and developmental histories and other information pertinent to the student's education.
- Oversees the request for additional services:
 - o Receives, verifies, and submits requests for additional special education services (PPT, counseling, autism consult, transportation, etc)
 - o Follows federal, state, and district timelines for submitting funding requests and procurement procedures.
 - o Enters appropriate requests into eCSSS.
- Completes all applicable forms and reports in eCSSS.
- Maintains communication with parents, teacher/staff and community agencies.
- Participates in professional development activities and helps disseminate information to staff.
- Supervises paraprofessional personnel as appropriate and necessary.
- Other related duties and tasks assigned by the principal.