

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

Overview

The Student Services Coordinator (SSC) position was established to provide students, parents, teachers, and other concerned parties a single point of contact to address student concerns and to ensure that every student has the opportunity for 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 students who have consistently demonstrated achievement levels below peers of the same age. In addition to guiding the student support and 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.

Duties and Responsibilities

- Coordinating Evaluations & Services
 - Possesses knowledge of IDEA procedures and compliance as well as Hawaii state special education law.
 - Ensures appropriate diagnostic assessments are completed, and all evaluation data is collected and appropriately entered into eCSSS (student support information system).
 - Interprets achievement test data and integrates it with the evaluation results of other disciplines to identify pre-academic and/or academic skills and challenges of students.
 - Attend transitional IEP meetings for disabled students. Consult and confer with team members regarding appropriate transition goals.
 - Serve as liaison between the IEP team and other agencies. Investigate and share ideas regarding post secondary options and adult services, which are components of the transition process.
 - Reports the evaluation results, integrated with classroom functions to determine the 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.
 - Participates in evaluation meetings and provides an interpretation of evaluation results to a teachers and other school personnel. Facilitates initial evaluation meetings in tandem with administration.
 - Suggests necessary classroom accommodation strategies and/or facilitate the provision of appropriate services to meet student needs, including specialized services.
 - Provides consultative services to teachers and other school personnel in screening methods and early identification of children with special needs.
 - Creates and maintains student transition plans to ensure access to meaningful post-school opportunities.
 - Convenes and facilitates conferences with scheduling support from the Student Support Services Clerk.
 - Monitors students with identified needs by completing appropriate paperwork and meets all timelines (federal, state, district) by developing, implementing, and monitoring compliance tracking systems.
 - Maintains statistical data for purposes of reporting and evaluating services.

- o Maintains case reports on social and developmental histories and other information pertinent to the student's education.
- o Manages and disseminates information and updates from the district in conjunction with the Special Education Vice Principal and other administrative team members.
- o Enters appropriate documentation into eCSSS and supports teachers with the same, as needed.
- o Serves as an administrative designee upon request by the administration.
- o Serves as Care Coordinator for specific students, as assigned (may be eligible for the special education differential).
- Administering assessments to obtain an accurate picture of student's academic ability
 - o Assist in gathering data on students referred for evaluation through interviews with school personnel, and parents, review of written records, and conferences with private and/or other agencies which may have evaluations or provided services to students.
 - o Observe students: pre-academic and/or academic performance in regular classroom settings to note behaviors relevant to academic functioning.
 - o Selects and administers criterion-referenced and norm-referenced achievement tests and other assessments in pre-academic and/or academic skill and knowledge areas.
 - o Trained and qualified to administer and interpret selected assessments, primarily academic.
 - o Schedule and conduct transition interviews and assessments as a part of the transition planning process, working in collaboration with care coordinators and other school personnel.
- Facilitating conferences, communicating with all stakeholders, and helping to resolve conflicts
 - o Works with other team members in formulating recommendations on whether or not students are disabled in accordance with Department/federal criteria and coordinates multi-agency referrals effectively.
 - o Maintains communication with parents, teachers/staff, and community agencies.
 - o Acts as liaison between school and family to promote effective relationships of family with school and other agencies.
 - o Communicates with sending or receiving schools for students transferring in and out of Kamaile Academy PCS. Requests/send special education confidential file.
 - o Guides eligibility process for students entering from another state with a current IEP.
 - o Supports care coordinators and the Student Support Services Clerk in maintaining confidential files, working with the Special Education VP to ensure successful systems exist.
 - o Respond to on-campus crisis situations as needed, in the absence of other staff members.
- Oversees the request for additional services
 - o Receives, verifies, and submits requests for additional special education services (PPT, behavioral 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.

Minimum Qualifications

- Appropriate Certification (K-12 special education in-state licensure highly preferred)
- Minimum five (5) years of Special Education teaching 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 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.