



# KANU O KA 'ĀINA

New Century Public Charter School

*Kūlia i ka nu'u - Strive to reach you highest*

*Kanu o ka 'Āina NCPCS seeks the following position for the 2022-2023 school year:*

**The ideal candidate perpetuates the Hawaiian culture, values, practices and language and is also able to implement effective classroom management, engage and motivate students, and work collaboratively with a teaching team.**

**Position Type:** Student Services Coordinator (SSC) and Assessment Coordinator

**Location:** Kanu's Main Campus: 64-1043 Hi'iaka Street; Kamuela, Hawai'i 96743

**Date Posted:** Spet. 20, 2022

**Start Date:** Immediately

## **Student Services Coordinator (SSC)**

The Student Services Coordinator (SSC) works with Kanu faculty to help meet the needs of all learners in our full-inclusion model and the 'āina-based project environment. The SSC serves as the primary coordinator for tracking annual requirements and timelines for IDEA and 504 plans to ensure that procedural requirements are met on time. The SSC leads the referral process for initial or continuation of IDEA/504 services and supports the RtI/MTSS intervention program within the school. The Kanu SSC will be a participating member of the school's Ka 'Ohana Paepae (KOP) team.

## **Primary Responsibilities**

**Kanu's Student Services Coordinator (SSC) and Assessment Coordinator can expect to:**

- Track and ensure legal procedural compliance with requirements and timelines for all IEP and 504 support plans
- Work with administration to coordinate support for personnel
- Manage, write/update, and coordinate all 504 plans
- Serve as liaison with DOE District Personnel regarding Chapter 60 and FAPE implementation
- Facilitate monthly CSSS cadre which reviews students within the referral process as well as those receiving intervention
- Manage initial referral and re-evaluation processes, including scheduling assessments by service providers, administering academic assessments, writing evaluation summaries, creating Prior Written Notices, and adhering to mandatory timelines
- Contribute to Ka 'Ohana Paepae and faculty meetings
- Coordinate transition meetings for students entering and exiting the school
- Coordinate with special educators to ensure that IEPs accurately reflect the inclusion classroom environment and the 'āina-based project environment
- Assessment Coordinator-responsible for arranging assessment calendar dates including universal screener, state assessments, and progress monitoring assessments. (Could also include potential need to support administering assessments to students like iReady etc).

- Attend all PD training sessions associated with assessment coordination, SPED, 504, and related services.
- Review school data and assessments with admin. and school faculty
- Perform other duties to contribute to the school community and its needs, as assigned
- Work with administration to complete the annual ELL report.
- Work with administration to support the KOP team in developing or securing PD opportunities for staff focused on IDEA, 504 services, differentiation, scaffolding, modifications, and accommodations.

## Qualifications

- 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 institution
- Willing to collaborate with other kumu and school leadership to best meet student needs and to cultivate a positive and healthy school culture
- Ability to consistently implement the mission and vision of Kanu and its cultural philosophy

## Preferred Qualifications

- Hawaii Teaching License in Special Education
- Three or more years experience working as a Special Needs Educator

## All Kanu faculty members:

- are devoted to the mission, vision, and cultural philosophy of the school.
- develop meaningful professional relationships with student, staff, community, and 'ohana members
- provide a caring and nurturing learning environment that challenges and enables haumāna to thrive academically, behaviorally, culturally and socially
- consistently seek out opportunities to enhance native ways of knowing and learning, and 'āina-based education
- takes on mentorship and alaka'i roles
- values lifelong learners
- are experienced at managing diverse and energetic groups of learners
- values collaboration with peers
- are flexible and adaptive to a variety of situations
- use technology proficient

## How to Apply:

- Send a letter of interest, resume (include at least 2 references), and a letter of recommendation by mail or email to:
  - Mail: P.O. Box 398, Kamuela Hawaii 96743
  - Email: [iiniy@kalo.org](mailto:iiniy@kalo.org)

Kauhale 'Ōiwi o Pu'ukapu 64-1043 Hī'iaka Street  
P.O. Box 398 Kamuela Hi. 96743  
Ph: 808-890-8144 Fax: 808-890-8146