

Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

Haku 'ia 4/13/18

Kūlana (Position): Part-time Student Services Coordinator & Part-time Counselor
12-month position, HSTA Bargaining Unit 05

Uku (Salary): Salary to commensurate with teachers salary step range
School Year 2018-2019

Position Summary

Student Services Coordinator

Ensure that every student has access to the educational resources they need in order to perform at their highest potential and that the school satisfies federally mandated requirements under Special Education (SPED), English Language Learner (ELL), and American Recovery and Reinvestment Act (ARRA).

Counselor

Provide a positive learning environment for every student at Ka 'Umeke Kā'eo. Develop & share concrete behavior expectations including the establishment of positive behavior support program. Provide kumu training and supports for the implementation of both behavior management cycle, positive behavior support program, leveled intervention and small group and one-on-one counseling and skill building services. Provide behavior intervention services for students not responding to kumu interventions. Input referrals into ECSSS. Create, implement, and manage student referral process for haumāna in kula kamali'i - kula ki'eki'e. Provide training for kumu on behavior management cycle and positive behavior support program.

Minimum Qualifications

- Bachelors degree from an accredited college or university in counseling, education, psychology, human services or other related fields.
- Proficiency in 'Ōlelo Hawai'i
- Minimum of 2 years experience developing and implementing student counseling services.
- Ability to work as a team and communicate with haumāna, kumu, 'ohana and other service providers.
- Ability to write clear and comprehensive reports and other documents
- Ability to read and interpret complex written material
- Solve complex problems logically and systematically

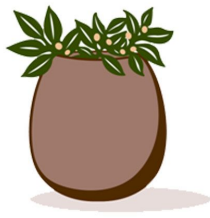
Desired Qualifications

- Masters degree from an accredited college or university
- Experience working in a DOE/Charter School
- Experience working with children, grades K-12
- Understanding of and commitment to Hawaiian language immersion philosophy
- Must be self-motivated and able to work with little to minimal instruction

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- Reliability in attendance, punctuality and follow-through

Supervision

Member of the Instructional team, under the supervision of the Po'okumu

Essential Functions

Student Services Coordinator

- Identify students with special needs and ensure that these students receive required services and support (i.e. Free Appropriate Public Education (FAPE))
- Identify ELL students and ensure that these students receive the required services and support
- Coordinate student assessment and track their progress
- Help students foster good relationships with their teachers, families and peers
- Guide students who are struggling academically or who have other issues in their lives that they need to discuss with an adult
- Participates in, organizes and may lead Individualized Education Plan (IEP) meetings with SPED teachers for the purpose of providing and receiving information

Counselor

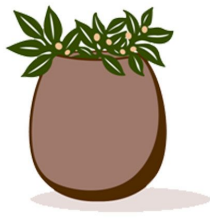
- Provide guidance beyond the classroom, as needed
- Work with the Po'okumu, to create, implement, and manage student referral process
- Develop, implement and evaluation student behavior support program including behavior management cycle, positive behavior supports program, small group and one-on-one counseling services.
- Provide training and support to kumu.
- Input student incident reports in ECSSS
- Establish relationships and partnerships with appropriate service providers to bring in services for haumāma and 'ohana.
- Contact parents, as needed, and determine consequences for referred students
- Administer disciplinary action for referred students
- Attend parent meetings with Po'okumu regarding referred students, if necessary
- Supervise students during non-instructional periods (before school, during recess, after school)
- Attend Professional Development meetings and SpEd trainings
- Attend all necessary meetings
- Perform other related duties as assigned

Working Conditions: Indoors with/without air conditioning; Outdoors- all types of weather conditions

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Hours: 7:45a-3:45p; w/ 1/2 hour paid lunch, Monday-Friday

Equipment Use: General office equipment- computer, copier/fax machine, phones

Physical, Mental and Communication Demands:

- Requires carrying, lifting and pushing (i.e. boxes, bags, etc.) more than 5 lbs, less than 20 lbs and reaching at various levels (at waist and below, to shoulder level and overhead)
- Requires considerable sitting, walking and standing for long periods of time in and out of the classroom
- Requires working under pressure to meet deadlines for the office staff; Use of judgment or discretion
- Requires working with different personalities
- Requires basic reading, writing, math and problem solving skills in both English and Hawaiian languages
- Requires basic verbal communication in both English and Hawaiian languages

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Inā hoihoi kekahi e noi hana, e ho'ouana mai i kāu leka hoihoi, ka mo'omō'ali hana a 'elua (2) leka kāko'o. 'O ka lā palena pau ka lā **11 Mei 2018.**

*If you are interested in applying, send in your letter of interest, resume, and two (2) letters of support. The deadline to apply is **11 May 2018.***

Hiki ke leka uila mai *You can email:* HR@kaumeke.net

Kelepa'i fax: (808) 933-0975

Leka mai mail: 1500 Kalaniana'ole Ave., Hilo, HI 96720

Kelepona: (808) 961-0470

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