

VACANCY ANNOUNCEMENT

March 5, 2019

Job Title: Special Education Teacher / Coach

Reports to: Principal / Athletic Director

Salary: Dependent on Experience

Dept./School: High School Campus

Length of Work Year: 187 days + Coaching

Primary Purpose:

Provide special education students with learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Develop or modify curricula and prepare lessons and other instructional materials to match student ability levels. Work in self-contained, team, departmental, or itinerant capacity as assigned.

Provide instruction and coach students to develop skills and ability to excel in assigned sport(s).
Contribute to education program as a whole and to growth of students involved in athletics

Qualifications:

Education/Certification:

Bachelor's degree from accredited university

Valid Texas teaching certificate with required special education endorsements for assignments

Current automated external defibrillator (AED) certificate

Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements

Special Knowledge/Skills:

Knowledge of special needs of students in assigned area

Knowledge of Admission, Review, and Dismissal (ARD) Committee process and Individual Education

Plan (IEP) goal setting process and implementation

Knowledge of how to adapt curriculum and instruction for special needs

Effective communication skills

Knowledge of coaching techniques and procedures

Knowledge of University Interscholastic League (UIL) rules

Ability to instruct and supervise student athletes

Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical

Excellent organizational, communication, and interpersonal skills

Experience:

One year student teaching or approved internship

Major Responsibilities and Duties:

Instructional Strategies

1. Collaborate with students, parents, and other members of staff to develop IEP through the ARD Committee process for each student assigned.
2. Implement an instructional, therapeutic, or skill development program for assigned students and show written evidence of preparation as required.

VACANCY ANNOUNCEMENT

3. Conduct assessment of student learning styles. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
4. Present subject matter effectively and according to guidelines established by IEP. Employ a variety of instructional techniques and media including technology to meet the needs and capabilities of each student assigned.
5. Work cooperatively with classroom teachers to modify regular curricula as needed and assist special education students in regular classes with assignments.
6. Participate in ARD Committee meetings on a regular basis.
7. Participate in selection of books, equipment, and other instructional media.
8. Use a variety of instructional techniques and media to meet the needs and improve the abilities of student athletes in the sport assigned.
9. Manage and supervise athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, and good sportsmanship.
10. Work with other members of school staff to plan and implement instructional goals and objectives to ensure the overall educational development of student athletes.

Student Growth and Development

11. Conduct ongoing assessments of student achievement through formal and informal testing.
12. Provide or supervise personal care, medical care, and feeding of students as stated in IEP.
13. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by campus principal.
14. Consult district and outside resource people regarding education, social, medical, and personal needs of students.

Program Management

15. Establish performance criteria for competition and evaluate students' athletic abilities initially and on a regular basis. Model performance criteria and physical movements required for successful student performance of sport.
16. Take all necessary precautions to protect student athletes, equipment, materials, and facilities.
17. Work with athletic director to schedule competitions and plan season activities including practices, special events, and tournaments.
18. Coordinate with transportation department for travel arrangements to out-of-town events. (Drive bus to transport student to out-of-district competitions.)
19. Ensure compliance with all UIL rules.

VACANCY ANNOUNCEMENT

20. Monitor and enforce student eligibility criteria for extracurricular participation.
21. Develop and coordinate a continuing evaluation of coaching program and make changes based on findings.

Classroom Management and Organization

22. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
23. Manage student behavior and administer discipline including intervening in crisis situations and physically restraining students as necessary according to IEP.
24. Consult with classroom teachers regarding management of student behavior according to IEP.
25. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
26. Plan and assign the work of teacher aide(s) and volunteer(s) and oversee completion.

Student Management

27. Accompany and supervise student athletes during athletic competitions in assigned sports both at-home and on out-of-town trips.
28. Instruct and advise students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices.
29. Apply and enforce student discipline during athletic contests, practice sessions, and while on trips off school property in accordance with Student Code of Conduct and student handbook.
30. Encourage, by example and through instruction, sportsmanlike conduct in all phases of athletic participation.

Communication

31. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.

Administration

32. Assist in selection of equipment and instructional materials.
33. Compile, maintain, and file all reports, records, and other documents required.
34. Initiate and approve purchase orders and bids in accordance with budgetary limitations and district policies.
35. Oversee process of cleaning, repairing, and storing all campus athletic equipment and maintain a current inventory of all equipment and fixed assets within program.

VACANCY ANNOUNCEMENT

Other

36. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
37. Maintain professional relationships with parents, students, and colleagues.
38. Participate in staff development activities to improve job-related skills.
39. Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers.
40. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
41. Attend and participate in faculty meetings and serve on staff committees as required.

Supervisory Responsibilities:

Direct the work of instructional aide(s).
Assign and oversee completion of the work of assistant coaches and student athletic assistants.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals, and other instructional equipment. Athletic equipment, standard office equipment including computer and peripherals, and other instructional equipment; automated external defibrillator (AED); operate school bus

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting, frequent driving; moderate grasping/squeezing, wrist flexion/extension, and reaching

Motion: Frequent walking and physical movements associated with sport(s) assigned

Lifting: May require regular heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist nonambulatory students, and lift and move adaptive and other classroom equipment; may work prolonged or irregular hours

Environment: Exposure to biological hazards. Work outside (exposure to sun, heat, cold, and inclement weather) and inside; frequent exposure to noise; frequent districtwide and statewide travel; frequent prolonged and irregular hours; moderate exposure to vehicle fumes and work around moving vehicles

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Application Procedure:

Online applications can be found at www.hisdbrahmas.org under News and Announcements.

Application Deadline: Until Filled

VACANCY ANNOUNCEMENT

Applicants for all positions are considered without regard to race, color, sex (including pregnancy), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice.

The district Title IX Coordinator is Dena Strauss, HS Counselor, 200 N Ridge St., Hallettsville, TX 77964, 361-798-2242.

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www.hisdbrahmas.org Phone: (361) 798-2242 ext. 400 Fax: (361) 798-5902