

# **Spring Branch ISD Human Resources**

## **Job Description**

### **Special Education Extended School Year (ESY) Site Coordinator Year 2018**

<b>Job Title:</b>	<b>Special Education Extended School Year (ESY) Site Coordinator</b>
<b>Reports To:</b>	Special Education Extended School Year (ESY) Director
<b>Wage/Hour Status:</b>	\$4000 - \$6000 (Pay based on experience)
<b>Days:</b> These dates and times can change based on the needs of the students.	<p>General Times - <b>These dates and times can change based on the needs of the students.</b></p> <p>Session I: June 18-June 28, 2018  Session II: July 16-July 26, 2018  Session III: July 30-Aug 2, 2018  M-TH 7:45- End times will vary</p> <p>Staff Development  June 14, 2018 8:00-12:00  July 26, 2018 12:00-4:00 <b>or</b> Aug 2, 2018</p>
<b>Date Revised:</b>	1/19/18
<b>Primary Purpose:</b>	<p>Guide and monitor staff in order to provide a positive learning environment</p> <p>Responsible for the instructional program and guidance of students identified as needing special education services.</p>
<b>Qualifications/Skills:</b>	<p><b><u>Education/Certification:</u></b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in related field.</li> <li>• Valid Texas Teacher Certificate or Teaching Certificate from out of state appropriate for position.</li> <li>• Valid Special education certificate</li> <li>• Must meet requirements under the No Child Left Behind Act (NCLB) for highly qualified teachers.</li> <li>• Currently employed by Spring Branch ISD.</li> </ul> <p><b><u>Special Knowledge/Skills:</u></b></p> <ul style="list-style-type: none"> <li>• Excellent organizational, communication and interpersonal skills.</li> <li>• Proficient in the effective use of technology.</li> <li>• Physical capacity to lift, transfer and otherwise assist students with physical disabilities (e.g. ability to lift 50 lbs.)</li> <li>• Ability to work effectively with both adults and children.</li> </ul>
<b>Major Duties and Responsibilities:</b>	<p><b><u>Instructional Strategies:</u></b></p> <ul style="list-style-type: none"> <li>• Adhere to the district's philosophy of instruction.</li> <li>• Help teachers develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required.</li> </ul>

- Maintain attendance, data, and progress reports for the ESY site
- Assist teachers in compiling student portfolios with evidence of ongoing progress.
- Assist teachers prepare lessons that reflect accommodations for differences in student learning styles. Present subject matter according to guidelines established by Texas Education Agency, board policies and administrative regulations.
- Participate in the identification/evaluation of learner competencies.
- Recommend appropriate goals/objectives for learner needs.
- Ensure the implementation of students' IEP's.
- Follow specific instructional objectives based on student's learning style.
- Implement new methodologies, philosophies and innovations.

#### **Student Growth and Development:**

- Encourage and support ESY and compliance with Individual Educations Plans for all students
- Help students analyze and improve study methods and habits. Conduct ongoing assessment of student achievement through formal and informal testing.
- Be a positive role model for students and support the mission of school district.
- Assist with needs of students with physical disabilities.

#### **Management and Organization:**

- Participate in development and evaluation of Extended School Year
- Ensure that students are adequately supervised during ESY
- Ensure transportation, child nutrition services and security are in place for students daily
- Ensure that all data is appropriately entered into the database prior to summer school and as appropriate throughout the summer session
- Monitor daily classroom instruction and implementation of IEPs
- Create classroom environment conducive to learning and appropriate for the physical, social and emotional development of students. Manage student behavior in accordance with Student Code of Conduct and student handbook
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities. Assist in the selection of books, equipment and other instructional materials.
- Attend required meetings and complete required reports.

#### **Communication:**

- Communicate daily information with ESY Director
- Establish and maintain open communication by conducting conferences with parents, students,

	<p>principals and teachers. Maintain a professional relationship with colleagues, students, parents and community members.</p> <ul style="list-style-type: none"> <li>• Use effective communication skills to present information accurately and clearly.</li> <li>• Collaborate with others to provide for learner needs.</li> <li>• Consult with parents and other appropriate school personnel concerning each student's intellectual, academic social, emotional and physical development.</li> </ul> <p><b><u>Professional Growth and Development:</u></b></p> <ul style="list-style-type: none"> <li>• Participate in staff development activities to improve job-related skills. Keep informed of and comply with state, district and school regulations and policies for classroom teachers.</li> <li>• Compile, maintain and file all physical and computerizes reports, records and other documents required.</li> <li>• Attend and participate in faculty meetings</li> </ul> <p><b><u>Other:</u></b></p> <ul style="list-style-type: none"> <li>• Perform other duties as assigned.</li> </ul>
<b>Supervisory Responsibilities:</b>	None
<b>Equipment Used:</b>	Computer, copy machine, and audio visual machines Assistive Technology, Specialized Student Equipment.
<b>Working Conditions:</b>	<p><b><u>Mental Demands:</u></b></p> <ul style="list-style-type: none"> <li>• Maintain emotional control under stress</li> <li>• Work with frequent interruptions</li> </ul> <p><b><u>Physical Demands:</u></b></p> <ul style="list-style-type: none"> <li>• Frequent standing, stooping, bending, pulling and pushing</li> <li>• Move small stacks of textbooks, media equipment, desk and other classroom equipment</li> <li>• Physical capacity to lift, transfer and otherwise assist students with physical disabilities (e.g. ability to lift 50 lbs.)</li> <li>• Physically assist students with behavioral disabilities.</li> <li>• May require occasional extended hours</li> </ul>
<b>Special Language:</b>	None
<b>Procedure for Application</b>	Applicants should submit application to their building principal for recommendation and then forward them to Leah Burris in the Special Education Department. All questions and submittals should be addressed to Leah Burris, Special Education Coordinator. West Support Center) Special

	Education, 2100 Shadowdale Houston, Texas 77043
<b>Inquiries should be made to:</b>	Human Resources Spring Branch ISD 955 Campbell Road Houston, TX 77024 Phone: 713-464-1511 Fax: 713-365-4879
<b>Terms of Employment:</b>	Schedule of workdays and salary set by the Spring Branch ISD Board of Trustees.

**Spring Branch Independent School District is an Equal Opportunity Employer in compliance with Title IX and the Americans with Disabilities Act (ADA) of 1990 and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status or disability.**

**The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.**