

## BOLING INDEPENDENT SCHOOL DISTRICT

### VACANCY ANNOUNCEMENT

DATE: April 30, 2008

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**Position Title:**

Special Education Teacher/Coach

**Location:**

Boling High School

**Reports to:**

Boling High School Principal

**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 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 sport assigned.

**Qualifications:****Education/Certification:**

Bachelor's degree from accredited university

Valid Texas teaching certificate with required special education endorsements for assignments

Valid Texas Commercial Driver's License (CDL)

**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

General knowledge of curriculum and instruction

General knowledge of coaching techniques and procedures

Knowledge of University Interscholastic League (UIL) rules

Ability to instruct and supervise student athletes

Excellent organizational, communication, and interpersonal skills

**Experience:**

At least one year student teaching or approved internship

Experience as coach or participant in sport assigned

**Major Responsibilities and Duties:****Instructional Strategies**

- Collaborate with students, parents, and other members of staff to develop IEP through the ARD Committee process for each student assigned.
- Implement an instructional, therapeutic, or skill development program for assigned students and show written evidence of preparation as required.
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- Work cooperatively with classroom teachers to modify regular curricula as needed and assist special education students in regular classes with assignments.
- Participate in ARD Committee meetings on a regular basis.
- Conduct assessment of student learning styles and use results to plan for instructional activities.
- Present subject matter according to guidelines established by IEP.
- Employ a variety of instructional techniques and media to meet the needs and capabilities of each student assigned.
- Use a variety of instructional techniques and media to meet the needs and improve the abilities of student athletes in the sport assigned.
- Manage and supervise athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, and good sportsmanship.
- Work with other members of school staff to plan and put in place instructional goals and objectives to ensure the overall educational development of student athletes.

**Special Education Teacher/Coach**

- Plan and supervise assignments for teacher aide(s) and volunteer(s).
- Use technology in teaching/learning process.

**Student Management**

- Accompany and supervise student athletes during athletic competitions in assigned sports on out-of-town trips.
- Instruct and advise students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices.
- 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.
- Encourage, by example and through instruction, sportsmanlike conduct in all phases of athletic participation.

**Program Management**

- Establish performance criteria for competition and evaluate students' athletic abilities initially and on a regular basis.
- Take all necessary precautions to protect student athletes, equipment, materials, and facilities.
- Keep informed of and ensure compliance with all UIL rules.
- Monitor and enforce student eligibility criteria for extracurricular participation.
- Work with athletic director to schedule competitions and coordinate arrangements.
- Develop and coordinate a continuing evaluation of coaching program and make changes based on findings.

**Student Growth and Development**

- Conduct ongoing assessments of student achievement through formal and informal testing.
- Provide or supervise personal care, medical care, and feeding of students as stated in IEP.
- Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by campus principal.
- Be a positive role model for students; support mission of school district.

**Classroom Management and Organization**

- Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior and administer discipline. This includes intervening in crisis situations and physically restraining students as necessary according to IEP.
- Consult with classroom teachers regarding management of student behavior according to IEP.
- Consult district and outside resource people regarding education, social, medical, and personal needs of students.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in selection of books, equipment, and other instructional materials.

**Communication**

- Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
- Maintain a professional relationship with colleagues, students, parents, and community members.
- Use effective communication skills to present information accurately and clearly.

**Other**

- Participate in staff development activities to improve job-related skills.
- Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Assist in selection of equipment and instructional materials.

**Supervisory Responsibilities:**

- Supervise assigned coaches and student athletic assistants.
- Supervise assigned teacher aide(s).

## **Special Education Teacher/Coach**

### **Working Conditions:**

### **Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling. Move small stacks of textbooks, media equipment, desks, and other classroom or adaptive equipment. May be required to lift and position students with physical disabilities; control behavior through physical restraint; and assist non-ambulatory students. Exposure to biological hazards. Maintain emotional control under stress. Frequent district-wide and statewide travel; frequent prolonged and irregular hours; outdoor exposure to sun and heat.

### **Application Procedure:**

Contact Carolyn Martinez, Personnel Secretary, Administration Office

### **Application Deadline:**

May 12, 2008 or until filled