

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title: INSPIRE Program Elementary Coordinator

Wage/Hour Status: Exempt

Reports to: Special Education Coordinator/Director

Pay Range: 850

School: INSPIRE Program

Date Revised: 06/01/19

Primary Purpose:

Oversee the special education INSPIRE elementary program for the district and serve as the instructional and administrative leader for the INSPIRE elementary program. The goal of the INSPIRE Program is to create a safe educational community where students with significant needs in the areas of social, emotional, behavioral, and academic skillsets can stabilize to the degree that they are able to reintegrate back into the broader school community.

Qualifications:

Education/Certification:

Master's Degree

Valid Principal Certification (or must obtain certification within 2 years of hire date)

Valid Texas Teaching Certification (special education certification preferred)

CPI certification (preferred)

Special Knowledge/Skills:

Working knowledge of IDEA, Texas Administrative Code, and other laws governing the education of special population practices at the state and federal level including the Admission, Review, and Dismissal process

Strong organizational, collaboration, communication, public relations, and interpersonal skills

Experience working with students with significant social/emotional and behavior challenges

In depth knowledge of specialized instruction for students with special needs

Knowledge of behavior principles and applied behavior analysis (preferred)

Experience:

Minimum of three years teaching experience

Minimum of three years working with students in special education who have significant behavior challenges

Minimum of two years in a campus or district leadership role

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Major Responsibilities and Duties:

District Leadership:

Manage all aspects of the INSPIRE program for the district, working collaboratively with district and campus administration

In collaboration with the Department of Special Education Services, facilitate the development and implementation of training for parents and staff at all levels regarding best practices and legal requirements in the area of transition

Campus Leadership / Management:

Assist in planning improvement of school/district/community climate

Employ an effective communication process that includes listening to all constituents, including but not limited to students, parents/families, staff, district leadership, and representatives of outside agencies who work with our students

Following federal program guidelines as directed by the district and as specified in 34 Code of Federal Regulations §300.208 (a)(1), assume responsibility for the organization and operation of work by supporting students and staff

Delegate duties, responsibilities, and functions effectively

Comply with applicable personnel policies, statutes, and rules

Collaborate with itinerant support staff assigned to the program

Organize and evaluate staff as appropriate to ensure effectiveness of the department

Monitor student progress towards reintegration goals

Communicate with parents, program staff, and district personnel regarding student progress toward their goals

Oversee program entry staffing with sending campus and re-entry staffing with receiving campus

Designate appropriate campus staff to participate in change of placement ARDs

Conduct classroom observations to evaluate teachers and paraprofessional staff effectively, following program and district guidelines

Coordinate with building principal to oversee maintenance of program space that is conducive to learning

Keep informed of and comply with all regulations and policies of the local district, state, and school concerning transition services, curriculum, student management and personnel

Collaborate with program leadership team, parents, and program support staff to determine appropriate responses to student behavior in the classroom and implement discipline according to Board policies, administrative regulations, and the student's FIE/IEP

Use technology, as appropriate, to effectively manage facilities and fiscal resources

Coordinate with building principal and schedule INSPIRE program's use of space within the building

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Coordinate with campus registrar for attendance accounting for the program

Manage and monitor teacher absences and sub requests

Work with team leaders and faculty in compiling the annual budget requests

Cooperate with building principal in the conducting of safety inspections of program space and safety drill practice activities

Maintain the fixed assets inventory

Assist with supervision of students before, during, and after school hours if needed

Seek and use evaluative feedback from peers, subordinates, and administrators about his/her job performance

Assist with the development of student/class schedules and community learning

Identify, assess, and support delivery of campus professional learning

Obtain and maintain Crisis Prevention Institute (CPI) Texas Behavior Support Initiative (TBSI) training certificates and ensure staff needing this training maintain their certificates

Assist as a member of the core team and organize periodic "practice" runs, as well as, conduct safety inspections and safety drill practice activities on campus and in community settings

Facilitate debriefing as post-vention for any program crisis events

Participate in professional learning in areas related to the needs of the students

Involve students, parents, and others from the community as volunteers, advisors, and mentors

Participate in community activities (to the extent possible and appropriate) that foster rapport and mutual respect between the INSPIRE program, the district, and the larger community

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Instructional Leadership:

Ensure that services outlined in students' Individualized Education Programs are appropriate and provided

Promote and support efforts to help each student develop a sense of self-worth, self-determination, and independence

Assist teachers in designing meaningful learning experiences for students to support reintegration to their home campus

Use evaluative findings, including student progress (for example, behavior data, IEP goals/objectives, classroom checklists, etc.) to examine program/service effectiveness and implementation fidelity

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Serve as District Representative/Administrator providing facilitation of all Admission, Review, and Dismissal (ARD) meetings at the campus

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress and in response to crisis situations; work with frequent interruptions

Physical Demands/Environmental Factors:

Occasional district wide travel; occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing, and pulling; prolonged use of computer and repetitive hand motions; lifting up to 50 pounds; willing and able to restrain/hold/transport and utilize quick body movements as indicated in the Behavior Intervention Plan or district/program crisis protocols in the course of working with children with challenging behavior

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 06-01-19

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____