



Cypress-Fairbanks Independent School District

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

AUDITORY IMPAIRMENT (AI) SPECIALIST

- Qualifications:**
1. Master's degree or higher from a recognized, accredited college or university;
 2. Certification in deaf education;
 3. Appropriate administrative certification preferred;
 4. Minimum of three (3) years of successful teaching experience in deaf education;
 5. Demonstrated ability to lead, motivate, and cooperate with various school staff members.

Terms of employment: Probationary/Term Contract: 210 days

Salary: Salary Range (based on experience) as set by the Board of Trustees for the school year 2008-2009
Pay Grade Administrative/Professional (AP) 112

Minimum	Midpoint	Maximum
\$47,609	\$58,059	\$68,510

Inquiries should be made to: Sandy Chance
Coordinator of Deaf Education
Phone: 281-897-6425
E-mail: sandra.chance@cfisd.net

Applications accepted online. For information: Human Resources
10300 Jones Road, Suite 238
Houston, Texas 77065
Phone: 281-517-2680 Fax: 281-517-2826

[Apply online](#)
Category: 5-Professiona/Administrative (Job # 5180)

Deadline for application: June 11, 2009 or until filled
Alspecialist09

ESSENTIAL FUNCTIONS:

Assist campus personnel in scheduling of students and interpreters at beginning of school year and during school year as needed.

- Adjust schedule to meet needs of students who move in through out the year.
- Assist school personnel in adjusting schedule when changes are made by administrative staff such as field trips, assessment, etc.

Assist and/or facilitate weekly team meetings.

- Inform teachers of upcoming activities and dates within the co-op.
- Address concerns or issues that are brought up by staff
- Facilitate solutions for issues relating to the unique needs of a specific student.

Attend campus administrative team meetings, as requested.

Provide curriculum and technology support and training relevant to developmental ages of students.

- Assist teachers in implementation of new curriculum
- Facilitate team meetings to address areas of concern related to curriculum.
- Assist coordinator in setting up and planning staff development for staff throughout the year.

Write and coordinate grants at the campus level.

- Assist teachers in refining and submitting instructional excellence grants.
- Assist staff in finding grants to meet the intent of their grant ideas.

Provide feedback to classroom personnel.

- Conduct walk-throughs and immediate feedback to deaf education teachers and interpreters.
- Observe and provide feedback to general education staff to assist in addressing the needs of students who are hearing impaired in their mainstream classrooms.
- Observe and provide feedback to interpreters and/or in class support upon request.
- Assist and/or develop plans for teacher in need of additional support.
- Assist in development of teacher growth plans with support of campus administration.

Assist in effective classroom and individual student behavior management techniques and discipline of students.

- Assist teachers in developing behavior systems, including visual schedules in their classrooms.
- Model use of behavior systems with new teachers.
- Consult with administrative staff and support staff in determining the need for additional evaluations.
- Assist teachers in development and implementation of FBA's and BIP's.
- Conduct teaching interactions and/or discussions with students regarding behavior.

Coordinate with school administration in dealing with student behaviors, as well as, observing the classroom and providing training to personnel.

- Collaborate with school administration on disciplinary needs for students on behavior plans

- Coordinate team meetings, parent conferences, and/or staffings for students who are having behavior issues to aid in providing consistent expectations in all environments.

Arrange and coordinate schedules for student assessment including district benchmarks, and state assessment

- Provide information to school administration regarding state assessment recommendations and modifications upon request by administration.
- Assist in matching student needs to teacher/interpreters on testing days.
- Assist administration in developing schedule for deaf education students on testing days.
- Assist in administration of assessments or monitoring of deaf ed test administrators on testing days.

Monitor and recommend purchase of educational materials for campuses.

- Research, gather information, and discuss educational material purchases with teachers and administrators.
- Facilitate review and recommendation of educational materials by instructional staff.
- Submit materials request forms to coordinator as needed.

Attend staffings and ARDS.

- Schedule staffings and ARD's with administrative staff and diagnosticians.
- Conduct staffings.
- Assist teachers in evaluating and interpreting data for development of IEP objectives.
- Assist teachers in writing IEP goals and objectives
- Assist ARD committee in determining appropriate levels for state assessment.
- Facilitate scheduling and attendance for pre-ARD conferences, as needed.
- Serve as administrator of ARD's.
- Follow through with requests made by parents. This may include phone calls, send emails, and/or follow up with staff.

Parent Outreach

- Plan, coordinate, and facilitate informational meetings focusing on student growth.

Professional Participation:

- Provide leadership on state and local conferences and boards.
- Participate in local and statewide organizations.

Maintenance of co-op inventory:

- Distribute software to all campuses at the beginning of the year.
- Collect all inventory at the end of the year, re-inventory, store, and redistribute as needed.

Assist in filling in for teacher and/or interpreter needs when subs are not available.

Additional Elementary Responsibilities:

Maintain teacher resource library.

Maintain technology inventory and deal with special education and district technology personnel.

- Maintain inventory of current technology including video cameras, digital cameras, computers, computer peripherals, and software and provide to district personnel as requested.
- Address technology issues and concerns to the maximum extent possible and/or contact the appropriate district personnel to address the issues if necessary. Inventory all materials purchased including technology, books, videos, and resource materials and log into resource inventory.

Set up and coordinate, with administrative staff, class field trips.

Plan and organize the co-op wide holiday program

Additional Secondary Responsibilities:

Be knowledgeable about transitional services for students during high school and upon graduation.

Communicate with and coordinate meetings with outside transition agencies, ensuring that students have the support they will need upon graduation.

Support school administrators in dealing with behaviors and level III offenses. Assist administration with discipline or other problems.

Set up and coordinate class field trips including College Day and Imagination Celebration.

Set up and coordinate the co-op picnic