



Cypress-Fairbanks Independent School District

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

DISCIPLINE MANAGEMENT COORDINATOR

Applying for this posting places your name in a pool of applicants who wish to be considered for a DMC position as they become available.

JOB NUMBER 4177

Qualifications:

1. High school diploma or GED required, degree preferred;
2. Classroom instructional experience at secondary level;
3. Self motivated, demonstrated ability to work under pressure, handle multiple tasks and work collaboratively;
4. Effective oral communication skills;
5. Ability to work with diverse students and staff of the 21st century;
6. Competency in CFISD proficiency test (score **85** or above).

Terms of Employment:

Probationary/Annual Contract: 187 days

Salary:

Pay Grade Administrative/Professional (A/P) 100

School Year 2009 – 2010 Rates:

Minimum:	Midpoint:	Maximum:
\$24,950	\$32,291	\$39,629

Applications accepted online.

For information:

Human Resources
10300 Jones Road, Room 229
Houston, TX 77065
Phone: 281-897-4189
Fax: 281-517-2106
Email: annette.escobar@cfisd.net
[Apply Online](#)
Category: 09-10 Administrative/Generic

A handwritten signature in black ink, appearing to be "J.H.".

Requirements:

All applicants must contact Human Resources to arrange for proficiency testing.

Deadline for Applications:

Applications taken year round

TITLE: DMC COORDINATOR

ESSENTIAL FUNCTIONS:

1. Supervise operation of quiet study area and maintain appropriate discipline as well as facilitate the collection and dispersion of classroom assignments.
2. Collect appropriate academic and behavioral data and maintain records on all DMC students during assigned days.
3. Consult with teachers, counselors, administrators, parents, and psychologists regarding DMC students's behavioral adjustment (in both special and regular education).
4. Attend staff and professional meetings as requested.
5. Perform other duties as assigned by the Assistant Principal or Principal.