



**Job Title:** SPED Campus Support Coach IDEA B

**Exemption Status/Test:** Exempt

**Reports to:** Coordinator of Special Education

**Date Revised:** July 2024

**Dept. /School:** Special Education

**Pay Grade:** 100

**Primary Purpose:**

Work collaboratively with campus and district staff to provide services and support to ensure a quality educational program for the district's learners who are eligible for special education services based on federal and state standards and sound instructional practices.

**Qualifications:**

**Education/Certification:**

- Bachelor's degree in a related field
- Master's degree preferred
- Valid Texas Teacher Certification in Special Education

**Experience:**

- Minimum of three (3) years of special education teaching experience
- Special Education leadership experience preferred
- Professional development presentation experience preferred

**Special Knowledge/Skills:**

- Knowledge of critical thinking, problem-solving, and logical thinking
- Ability to dig deeper to ask the right questions to understand and define a problem fully
- Decision-making and the ability to defend that decision with evidence and logic
- Effective written, oral, expressive, and electronic communications
- Expertise in collaboration, leadership, and teamwork
- Knowledge using time and resource management
- Proper, advanced, and ethical use of technology and intellectual property
- Proficiency with technology, including multi-media technology
- Demonstrated strong organizational, communication, public relations, and interpersonal skills required to achieve the goals of the position

**Major Responsibilities and Duties:**

**Instructional and Program Management**

1. Support campuses in raising the achievement of special education students, including training teachers in using interventions and analyzing student data to identify strengths and needs.
2. Work in conjunction with the Teaching and Learning Department to facilitate the development, refinement, and implementation of accommodations and modifications to curriculum and related assessments to meet the academic needs of students eligible for special education services.
3. Serve as an instructional resource for principals, counselors, and teachers for District initiatives and programs.
4. Plan, promote, and provide professional development to improve instructional skills, including accommodations, modifications, and state assessment decisions.

5. Regularly visit classrooms and model effective differentiated instructional strategies and lessons for teachers.
6. Assist in the process of the selection of instructional materials, visual media, and instructional software.
7. Participate in the evaluation of programs and instructional strategies.
8. Assists district leadership with the implementation and systemic monitoring of Comprehensive Coordinated Early Intervening Services (CCEIS).
9. Facilitates professional development activities for campus personnel to address alternative discipline, significant disproportionality, and other special education initiatives.

### **Student Management**

10. Demonstrate support for the district's student management policies and expected student behavior related to a special education program.
11. Participate in developing and modeling instructional and behavior strategies for diverse students to increase success.

### **Communication**

12. Establish and maintain a professional relationship and open communication with principals, teachers, staff, parents, and community members.
13. Articulate the district's mission and goals in the area of special education to the community and solicit its support in realizing the mission.
14. Work in harmony with other special education department staff members and campus staff members.
15. Perform other duties as assigned.

### **Supervisory Responsibilities:**

None

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

**Tools/Equipment Used:** Standard office equipment, including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of a mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_