



Northside Independent School District

DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: P0708103

JOB ANNOUNCEMENT

SPECIAL EDUCATION DEPARTMENT TEACHER/COORDINATOR O'Connor High School

Closing Date: July 16, 2008

JOB DESCRIPTION

The Department Teacher/Coordinator, under the supervision of the principal, is to work with the Division of Instruction to assist in maintaining a quality instructional program and is expected to provide expert leadership for instructional improvement as well as fulfill the duties and responsibilities of a teacher on the campus.

EDUCATION AND CERTIFICATION REQUIREMENTS

- Bachelor's Degree (Master's Degree preferred)
- Teacher Certificate in Content Area (6-12)
- Three (3) years teaching experience
- Special Education Certification
- External candidate must have satisfactory outcome of fingerprinting check. Non-refundable fee (approximately \$50.00) paid by employee

DUTIES AND RESPONSIBILITIES

1. Provide instruction to students in content area.
2. Provide leadership in developing an appropriate departmental program for pupils of all ability levels consistent with the district, school, and departmental goals and objectives.
3. Assist in preparation and evaluation of teachers' lesson plans.
4. Assist Principal and Division of Instruction in developing and conducting staff development programs.
5. Assist the Principal in developing the master schedule for departmental courses.
6. Regularly visit classrooms in the department to evaluate instruction and develop recommendations for instructional improvement.
7. Communicate and promote implementation of district guidelines on grading practices.
8. Attend all department coordinator meetings.
9. Organize, schedule and chair department meetings.
10. Assist in the process of selecting new teachers as requested by the Principal.
11. Hold individual assessment conferences with teachers on a regular basis.
12. Assist in written evaluation of department members as requested by the Principal.
13. Prepare department budget and supervise requisition and allocation of department supplies and equipment.
14. Perform any other duties that may be assigned by the Principal.

TERMS OF EMPLOYMENT

SALARY: Teacher Salary + Stipend

WORK DAYS: 187 + 2 days

FOR HR USE ONLY
PCN: S63R7 0004
S63R8 00007

For consideration, interested persons and NISD Classified/Auxiliary personnel must complete a Professional Online Application at www.nisd.net/hr, and submit a Letter of Intent form and resume. NISD Professional personnel need only submit the Letter of Intent form and resume. Submit your Letter of Intent form and resume, no later than the closing date, to:

Northside ISD - Human Resources Department
5617 Grissom Road
San Antonio, Texas 78238
(210) 397-8600

Northside ISD is an Equal Opportunity Employer