

Posting

(Vacancy Announcement)

Position Title: Vocational Adjustment Coordinator

Posting Date: June 1, 2009

Deadline: Until Filled

Location: Special Education Building

Salary Range: \$47,483-\$69,038

Length of Work Year: 220 days

Education (Certification/License): Master's degree in educational administration.
Texas principal or other appropriate administrative certificate.

Experience: Three years teaching experience.

Special Knowledge/Skills:

- Collaborate with students, parents, and other members of staff to develop IEP through the ARD.
- Committee process for each student assigned.
- Implement an instructional, therapeutic, or skill development program for assigned students and show written evidence of preparation as required.
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- Work cooperatively with classroom teachers to modify regular curricula as needed and assist special education students in regular classes with assignments.
- Participate in ARD Committee meetings on a regular basis.
- Conduct assessment of student learning styles and use results to plan for instructional activities.
- Present subject matter according to guidelines established by IEP.
- Employ a variety of instructional techniques and media to meet the needs and capabilities of each student assigned.
- Plan and supervise assignments for teacher aide(s) and volunteer(s).
- Use technology in teaching/learning process.
- Conduct ongoing assessments of student achievement through formal and informal testing.
- Provide or supervise personal care, medical care, and feeding of students as stated in IEP.
- Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by campus principal.
- Be a positive role model for students; support mission of school district.
- Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior and administer discipline. This includes intervening in crisis situations and physically restraining students as necessary according to IEP.
- Consult with classroom teachers regarding management of student behavior according to IEP.
- Consult district and outside resource people regarding education, social, medical, and personal needs of students.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Contact Numbers



Send Application and Information to:

Department of Personnel
P.O. Box 1388
Port Arthur, TX 77641-1388

- Assist in selection of books, equipment, and other instructional materials.
- Establish and maintain open lines of communication by conducting conferences with parents, students, principals, and teachers.
- Maintain a professional relationship with colleagues, students, parents, and community members.
- Use effective communication skills to present information accurately and clearly.
- Participate in staff development activities to improve job-related skills.
- Keep informed of and comply with federal, state, district, and school regulations and policies for VAC teachers.
- Compile, maintain, and file all reports, records, and other documents required.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Supervise assigned teacher aide(s).
- Perform other duties and functions as assigned by the Director of Special Education.

Application Procedures:

District Employees:

Letter of Interest and updated résumé

NonDistrict Applicants:

1. Letter of Interest for each position.
2. Current résumé
3. Completed application
4. Copy of transcript(s)
5. Criminal record release

Contact Person: Jimmy Wyble

Contact Numbers

PH: (409) 989-6282; (409) 989-6251; FX (409) 983-2733; www.paisd.org