

Mabank ISD

DAEP Coordinator/Teacher

Job Title: DAEP Coordinator/Teacher

Days: 197 days

Reports to: MHS Principal

Pay Grade: Per Pay Scale +\$2,000

Dept./School: Mabank High School

Date Revised: April 28, 2009

Primary Purpose:

Assist the high school principal in managing the instructional program and supervising operations at the DAEP. Provide students with appropriate learning activities and experiences in the core academic subject areas. Enable students to develop competencies and skills to function successfully in society.

Qualifications:

Education/Certification:

Master's degree preferred

Certified Professional Development and Appraisal System (PDAS) appraiser

Special Knowledge/Skills:

Working knowledge of curriculum and instruction

Ability to instruct students and manage their behavior

Ability to evaluate instructional program and teaching effectiveness

Ability to coordinate campus functions

Ability to implement policy and procedures

Ability to interpret data

Strong organizational, communication, public relations, and interpersonal skills

Experience:

A minimum of three successful years experience in a TAKS grade level

A minimum of two successful years experience in an instructional leadership role

Major Responsibilities and Duties:

Instructional Management/Strategies

1. Participate in development and evaluation of educational programs.
2. Develop and implement lesson plans using online courses that fulfill the requirements of district's curriculum program.
3. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
4. Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate.
5. Promote the use of technology in teaching/learning process.

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6. Work collaboratively with secondary counselors and CSE Coordinator to develop individualized degree plans for each student.

School/Organizational Climate

7. Promote a positive, caring climate for learning.
8. Deal sensitively and fairly with persons from diverse cultural backgrounds.
9. Communicate effectively with students and staff.

School/Organizational Improvement

10. Participate in development of high school campus improvement plans with staff, parents, and community members.
11. Help principal develop, maintain, and use information systems to maintain and records to track progress on campus performance objectives and academic excellence indicators.

Personnel Management

12. Observe employee performance, record observations, and conduct evaluation conferences.
13. Assist principal in interviewing, selecting, and orienting new staff.

Administration and Fiscal/Facilities Management

14. Supervise reporting and monitoring of student attendance and work with attendance clerk on follow-up investigations.
15. Assist with safety inspections and safety-drill practice activities.
16. Coordinate transportation, custodial, cafeteria, and other support services.
17. Comply with federal and state laws, State Board of Education rule, and board policy.

Student Management

18. Ensure that students are adequately supervised.
19. Help to develop a student discipline management system that results in positive student behavior.
20. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
21. Conduct conferences on student and school issues with parents, students, and teachers.

Professional Growth and Development

22. Participate in professional development to improve skills related to job assignment.

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School/Community Relations

- 23. Articulate the school's mission to community and solicit its support in realizing mission.
- 24. Demonstrate awareness of school-community needs and initiate activities to meet those needs.
- 25. Use appropriate and effective techniques to encourage community and parent involvement.

Supervisory Responsibilities:

Share supervisory responsibility for professional staff with school principal. Supervise teachers, custodians, paraprofessionals, clerical personnel and others as assigned.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Work with frequent interruptions. Occasional districtwide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____