
Job Title	Coordinator Regional Day School for the DEAF AI and VI Itinerant	Job Title Code	127006
Reports to	Director Special Education	Wage/Hour Status	Exempt
Dept/School	Department of Special Education	Pay Grade	106
		Date Revised	August 16, 2024

Primary Purpose

Support and maintain a comprehensive educational program for eligible students with hearing and visual impairments starting from birth to under 22 years of age and residing within the region, as outlined in the Shared Services Agreement (SSA).

Education/Certification

- Master's degree in education or special education
- Valid Texas Teaching Certificate in Deaf and Hard-of-Hearing or 3 Years of Experience in Deaf Education and Hard-of-Hearing in instructional setting

Special Knowledge/Skills

- Working knowledge of federal and state guidelines in special education
- Excellent organizational, communication, public relations and interpersonal skills
- Ability to operate computer and software applications
- Ability to communicate using sign language

Experience

- Three (3) years teaching experience in special education

Major Responsibilities and Duties

Instructional and Program Management

1. Assume responsibility for the planning, operation, supervision, and evaluation of the Regional Day School Program for the Deaf (RDSPD), Teachers for the Deaf/Hard of Hearing (TDHH) and Teachers for Students with Visual Impairments (TSVI) Itinerant Services.
2. Work with program staff to plan, implement, support, and evaluate curriculum/programs.
3. Work in cooperation with building administrators in scheduling classes.
4. Ensure teachers are provided with the necessary instructional support and resources to meet the needs of students.
5. Plan and provide staff development to promote improvement of instruction.
6. Develop and provide training opportunities which meet the requirements of the Board of Evaluation of Interpreters Certification program (BEI).
7. Conduct the RDSPD in keeping with the policies of the Texas Education Agency and the district.
8. Maintain accurate student records and make information available to TEA, EPISD and participating districts.
9. Develop and administer budgets according to state, federal and local policies.
10. Order supplies, materials, and equipment according to local procedures, and maintain an accurate system of accounting.
11. Remain current in research related to the field of hearing loss, vision loss, deaf blindness and other educational areas.
12. Improve leadership skills through a variety of professional development activities.
13. Participate in the development of a Campus Improvement Plan at RDSPD cluster sites that meet the needs of the RDSPD students, parents, and staff.
14. Work with building administrators to support the development and implementation of each RDSPD students' Individualized Education Program (IEP).

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15. Attend State and Regional Coordinating Committee meetings to assure coordination of program with other regional programs and the TEA Division of Services for the Deaf and Blind.
16. Perform other duties as assigned by supervisor.

Personnel Management

17. Determine staff assignments according to RDSPD, TDHH and TSVI Itinerant program needs.
18. Evaluate and counsel staff on job performance.
19. Identify areas of instruction that need improvement and suggest alternatives.
20. Consult with human resources about the selection of staff.
21. Maintain accurate records upon which to base recommendations for personnel matters.
22. Involve staff in decision-making process.
23. Encourage staff to continue in professional growth activities.

Communication and Community Relations

24. Establish and maintain positive relations between the program, Region 19, and the LEAs served by the RDSPD, as outlined in the Shared Services Agreement.
25. Establish open communication with program personnel, building administrators, students and parents to foster a productive school climate.
26. Assist in establishing and clarifying program goals.
27. Organize and support planning and implementation activities for the purpose of program improvement.
28. Establish and maintain positive relationships with parents, community and individuals to foster understanding of and solicit support for the RDSPD, TDHH and TSVI Itinerant services.
29. Work in cooperation with local colleges and universities to provide practicum sites and recruitment efforts for teachers, interpreters, and others.

Student Management

30. Support student conduct guidelines that result in positive student behavior and a safe environment that promotes learning.
31. Promote a program-wide environment that recognizes the uniqueness of each student and fosters the development of self-esteem and pride.

Supervisory Responsibilities

Support Teachers, Speech Therapists, Audiologists, Diagnosticians, Counselors, Media Specialists, Interpreters, Instructional Aides, VI Paraprofessionals, Certified Orientation and Mobility Specialist, and Department Clerk

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress; occasional prolonged and irregular hours; occasional Districtwide travel.

Terms of Employment

226 days; salary to be established by the Board of Trustees

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: _____
 Job Title: _____
 Date: _____



JOB DESCRIPTION

Approved: _____
Job Title: _____
Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.