# Conroe Independent School District

*Stipend Descriptions*

Updated 07/2026

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# Athletics

## High School

### *Assistant to the Athletic Coordinator*

- Coordinate the women's athletic program for grades 7-12.
- Maintain a valid certification in CPR and First Aid.

### *P.E. Coordinator*

- Monitor the campus physical education program.
- Implement teaching units according to state guidelines.
- Order, inventory, and distribute all physical education equipment.
- Keep principal informed of physical education program.
- Maintain a valid certification in CPR and First Aid.

## Football Coaches

### *First Assistant*

- Assist in planning and scheduling of regular program of practice in and out of seasons.
- Assist in preparing and keeping current inventory of all equipment, fixtures, and property.
- Assist with recording of required attendance and UIL forms.
- Assist with paperwork and records required by District.
- Oversee the safety and security of students and facility in which a sport is conducted.
- Enforce discipline and sportsmanship at all times within the athletic program.
- Encourage and attend staff development activities that will improve knowledge and technical skills.
- Assist in the planning and scheduling of transportation for athletes' travel.
- Help in the public relations process, dealing with college scouts, parents, and community.
- Assume duties in the absence of the head coach.
- Maintain a valid commercial driver's license and CPR/First Aid certification.

### *Coordinators*

- Lead in preparation of game plan for team's sport on a weekly basis.
- Coordinate team (offense/defense) in practice preparation for games.
- Prepare daily practice schedules and scout cards for week's practices prior to game.
- Work in coordination with head coach in game plan vs. team's opponent.
- Maintain a valid commercial driver's license and CPR/First Aid certification.

### *Varsity Assistant*

- Assist with athletes' development at daily practice.
- Drive bus for athletes to practice and games, as needed.
- Administer CPR/First Aid, as needed.
- Promote positive community relations.
- Assist in scouting, game planning, and game preparations against opponents.
- Assist with distribution and care of equipment and uniforms, as needed.
- Assist with supervision, discipline, safety, and security of athletes.
- Assist with recruitment of new athletes to the program.
- Maintain a valid commercial driver's license and CPR/First Aid certification.

### *Sub-Varsity Assistant*

- Assist with athletes' development at daily practice.
- Drive bus for athletes to practice and games, as needed.
- Administer CPR/First Aid, as needed.
- Promote positive community relations.
- Assist in scouting, game planning, and game preparations against opponents.
- Assist with distribution and care of equipment and uniforms, as needed.
- Assist with supervision, discipline, safety, and security of athletes.
- Assist with recruitment of new athletes to the program.
- Maintain a valid commercial driver's license and CPR/First Aid certification.

## Sport Head Coaches

Volleyball, Cross Country, Basketball, Track, Soccer, Tennis, Golf, Swim, District Dive, Baseball, Softball, Wrestling, Power Lifting, Hockey/Lacrosse, Water Polo

### *Head Coach*

- Implement and follow campus, District, and UIL regulations and policies.
- Develop a sound coaching system in high school and feeder junior high schools.
- Supervise and evaluate assistant sport coaches.
- Order inventory and care for all equipment & uniforms in sport.
- Report to and work with the campus athletic director for the overall improvement of the total athletic program.
- Promote the improved academic performance of athletes.
- Prepare and distribute team rosters and schedules for sport teams.
- Monitor athletes' behavior and academic performance.
- Provide sport information to athletes, parents, and community.
- Maintain a valid commercial driver's license and CPR/First Aid certification.

## Assistant Coaches

### *First Sport Assistant Coach*

- Assist in planning and scheduling of regular program of practice in and out of seasons.
- Assist in preparing and keeping current inventory of all equipment, fixtures, and property.
- Assist with recording of required attendance and UIL forms.
- Assist with paperwork and records required by District.
- Oversee the safety and security of students and facility in which a sport is conducted.
- Enforce discipline and sportsmanship at all times within the athletic program.
- Encourage and attend staff development activities that will improve knowledge and technical skills.
- Assist in the planning and scheduling of transportation for athletes' travel.
- Help in the public relations process, dealing with college scouts, parents, and community.
- Assume duties in the absence of the head coach.
- Maintain a valid commercial driver's license and CPR/First Aid certification.

### *Second Sport Assistant Coach*

- Assist with athletes' development at daily practice.
- Drive bus for athletes to practice and games, as needed.
- Administer CPR/First Aid, as needed.
- Promote positive community relations.
- Assist in scouting, game planning, and game preparations against opponents.
- Assist with distribution and care of equipment and uniforms, as needed.
- Assist with supervision, discipline, safety, and security of athletes.
- Assist with recruitment of new athletes to the program.
- Maintain a valid commercial driver's license and CPR/First Aid certification.

### *Weight Training/Off-Season*

- Supervise weight room upkeep.
- Supervise athletes while in weight room.
- Plan athletic workouts in the weight room.
- Post and teach proper lifting techniques.
- Post safety rules for lifting and have response plan in place in case of injury.
- Work with all coaches on implementing various sport specific lifting.
- Maintain a valid commercial driver's license and CPR/First Aid certification.

### *Equipment*

- Inventory, clean, store, dispose, and return equipment and uniforms.
- Assist in the ordering of equipment for the team.
- Supervise the student managers who assist in equipment control.
- Prepare equipment for reconditioning on a regular basis.
- Oversee proper fitting of equipment for safety purposes.
- Maintain a valid commercial driver's license and CPR/First Aid certification.

## Bass Fishing

- Manage, organize, and supervise student membership.
- Organize parents into volunteer positions needed.
- Attend all Booster Club meetings.
- Organize and schedule clinics for students that are novice to beginner anglers.
- Organize and attend all inshore tournaments.
- Work with Booster Club to organize and attend offshore tournaments.
- Pre-fishing THSBA (Texas High School Bass Association) tournaments on Fridays.
- Management of PEIMS forms for travel.

# Junior High School

## Coordinator

- Coaching experience at the junior high and high school levels, preferred
- Experience coaching both girls' and boys' athletics, preferred
- Prior head coaching experience
- Lead communications between central athletic department and junior high campus.
- Lead communication between junior high campus and feeder high school campus.
- Assist in hiring and evaluation of coaches on his/her junior high campus.
- Supervise campus coaches in each sport assignment.
- Attend athletic contests of all sports on his/her campus when possible.
- Make coaches aware and monitor programs to insure UIL and District policies are being followed.
- Coordinate request for transportation on his/her junior high campus.
- Assist with setting the District junior high game schedules for all sports.
- Coordinate the use of junior high facilities for all sports.
- Oversee the maintenance and care of school equipment and facilities on his/her campus.
- Maintain a valid commercial driver's license and CPR/First Aid certification.

## Coaches

Football, Volleyball, Basketball, Track, Cross Country, Golf, Tennis, Soccer

### *Head Coach*

- Oversee program and teach proper athletic skills.
- Supervise athletes.
- Promote high academic standards to athletes.
- Have knowledge of and follow District and UIL policies.
- Maintain inventory, care, and fitting of athletic equipment.
- Maintain valid CPR/First Aid certification and commercial driver's license to use these skills as necessary.
- Plan and supervise practice, and schedule games and officials, as needed.
- Keep proper records for medical and UIL purposes.

### *Assistant Coach*

- Assist with and teach proper athletic skills.
- Assist with proper supervision of athletes.
- Assist with promoting high academic standards to athletes.
- Have knowledge of and follow District and UIL policies.
- Assist with proper inventory, care, and fitting of athletic equipment.
- Maintain valid CPR/First Aid certification and commercial driver's license to use these skills as necessary.
- Drive bus for athletes to practice and games, as needed.
- Assist with planning and supervising practice and scheduling games and officials, as needed.
- Assist in keeping proper records for medical and UIL purposes.

## Cheerleading

### High School Coaches

### *Head Coach*

- Direct, supervise, and train cheerleaders.
- Maintain responsibility for conduct of cheerleaders at practice and at athletic events.
- Inventory and maintain uniforms and supplies.
- Conduct tryouts for cheerleaders on a yearly basis.
- Order and issue awards to deserving cheerleaders.
- Maintain a valid certification in CPR and First Aid.

### *Junior Varsity Coach*

- Assist with directing, supervising, and training of JV cheerleaders.
- Assist with conduct of JV cheerleaders at practice and at athletic events.
- Assist with uniforms and supplies.
- Assist with conducting tryouts for cheerleaders on a yearly basis.
- Assist with ordering and issuing awards to deserving cheerleaders.
- Maintain a valid certification in CPR and First Aid.

### *9th Grade Coach*

- Assist with directing, supervising, and training of 9th grade cheerleaders.
- Assist with conduct of 9th grade cheerleaders at practice and at athletic events.
- Assist with uniforms and supplies.
- Assist with conducting tryouts for cheerleaders on a yearly basis.
- Assist with ordering and issuing awards to deserving cheerleaders.
- Maintain a valid certification in CPR and First Aid.

## Junior High Coaches

### *8th Grade Coach*

- Assist with directing, supervising, and training of 8th grade cheerleaders.
- Assist with conduct of 8th grade cheerleaders at practice and at athletic events.
- Assist with uniforms and supplies.
- Assist with conducting tryouts for cheerleaders on a yearly basis.
- Assist with ordering and issuing awards to deserving cheerleaders.
- Maintain a valid certification in CPR and First Aid.

### 7th Grade Coach

- Assist with directing, supervising, and training of 7th grade cheerleaders.
- Assist with conduct of 7th grade cheerleaders at practice and at athletic events.
- Assist with uniforms and supplies.
- Assist with conducting tryouts for cheerleaders on a yearly basis.
- Assist with ordering and issuing awards to deserving cheerleaders.
- Maintain a valid certification in CPR and First Aid.

# Career & Technical Education

## Agriculture

- Sponsor an active FFA chapter (Career and Technical Education Student Organization). (Requires document submission)
- Supervise the care, development, and record keeping associated with livestock projects for shows and competitions in AET.
- Make regular visits to the students' homes, district livestock center and/or sites where the livestock project may be housed.
- Participate with students in shows, competitions, and leadership activities at the District, area, state, and national levels.
- Attend stock shows and provide assistance with projects of Conroe ISD students participating in the FFA chapter or Agricultural Sciences classes.
- Serve as a judge on a reciprocal basis with neighboring FFA districts as needed for FFA contests and leadership activities.
- Conduct training workshops after school and on Saturdays for livestock and non-livestock projects, as needed.
- Assist with locating and evaluating livestock for students to purchase as show projects.
- Attend county and state validation tag-ins.
- Schedule and attend advisory board meetings for the Agricultural Sciences program.
- Inform campus administration of daily activities during the summer months for any days worked beyond the 187 day work schedule typically assigned to teachers by checking in with campus administrators daily and keeping a log of summer activities in AET.
- Maintain a valid certification in CPR and First Aid.

## Cosmetology

- Sponsor a SkillsUSA chapter (Career and Technical Education Student Organization) with students actively participating in competitions and leadership activities at the District, state, and national level. (Requires document submission)
- Schedule and supervise student licensing exams at state approved testing centers.
- Schedule and conduct weekday and Saturday practice sessions immediately prior to exam dates.
- Take students to at least one major cosmetology show during the school year. Note: This is usually a weekend activity.
- Conduct open lab opportunities to practice skills on live models and program clients beyond the regular school day.
- Provide community service opportunities for the students and supervise such activities. As an example, the class may go to a senior citizen center or assisted living center and provide basic cosmetology services to the patrons.
- Schedule and attend advisory board meetings as required for the Cosmetology program.
- Develop a network of support from local businesses to assist with educational and career opportunities.
- Inform campus administration of daily activities during the summer months for any days worked beyond the 187 day work schedule typically assigned to teachers by checking in with campus administrators daily and keeping a log of summer activities, including the reporting of state licensing exam results to the District CTE Office.
- Maintain a valid certification in CPR and First Aid.

## CTE Competitive Organization

- Sponsor an approved Career and Technical Education Student Organization, in which students actively participate at the District, state, and national level, including the following:
    - BPA-Business Professionals of America
    - DECA-Distributive Education Clubs of America
    - FBLA-Future Business Leaders of America
    - FCCLA-Family, Career, and Community Leaders of America
    - HOSA - Health Occupations Students of America
    - SkillsUSA
    - TSA-Technology Student Organization
    - TAFE-Texas Association of Future Educators
    - ProStart -Texas Restaurant and Food Service Management
- Recruit and supervise the growth and development of students to plan, organize, and lead the local CTSO chapter.
- Oversee meetings and elections of officers according to CTSO guidelines.
- Assist CTSO officers with development of meeting agendas.
- Help students develop a calendar of events for the local chapter.
- Prepare students for competition at the District, state, and national conference levels.
- Coordinate the transportation/logistics of all students to and from competitions.
- Provide for the safety of students, facilities, and equipment while conducting all chapter activities.
- Organize, supervise, and conduct fundraising and sponsorship activities as required to support the chapter.
- Supervise and ensure that all chapter activities and other events meet national CTSO and District guidelines/policies.
- Act as a liaison between students and school administrators.
- Maintain accurate financial records that identify all sources of revenues and expenditures associated with the chapter.
- Ensure that members understand the expectations of the CTSO and that they serve as good role models for the student body.
- Perform other duties as assigned by principal(s).
- Maintain a valid certification in CPR and First Aid.

## Health Science

- Sponsor a HOSA (Career and Technical Education Student Organization) with students actively participating at the District, state, and national level. (Requires document submission)
- Schedule and supervise the students taking certification exams at approved testing centers.
- Participate with local colleges and universities in the development, monitoring, and review of local and state articulation agreements.
- Coordinate and supervise student internships during and after the school day at local training sites.
- Develop a professional relationship with local health and medical organizations to serve as a network of support and assistance.
- Schedule and supervise community service opportunities for the health science students to participate in and to use
- their skills and knowledge.
- Inform campus administration of daily activities during the summer months for any days worked beyond the 187 day work schedule typically assigned to teachers by checking in with campus administrators daily and keeping a log of summer activities, including the reporting of state licensing exam results to the District CTE Office.
- Maintain a valid certification in CPR and First Aid.

## Industrial Technology Lab

- Sponsor a Career & Technical Education Student Organization (CTSO) with students actively participating at the District, state, and national level. (Requires document submission)
- Schedule and supervise the students taking certification exams at approved testing centers.
- Participate with local colleges and universities in the development, monitoring, and review of local and state articulation agreements.
- Coordinate and supervise student internships and work sites during and after the school day.
- Develop a professional relationship with business, industry, and workforce organizations to serve as a network of support and assistance.
- Schedule and supervise community service opportunities for the CTE students to participate in and to use their skills and knowledge.
- CTE teachers who are on a work schedule greater than 187 days are not eligible for this stipend.
- Serve as the teacher of record in one of the following courses: Automotive Technology, Collision & Repair, Welding, District Culinary Arts Lead, and Construction Trades.
- Maintain a valid certification in CPR and First Aid.

## Practicum/Career Prep

- Sponsor a Career & Technical Education Student Organization (CTSO) with students actively participating at the District, state, and national level. (Requires document submission)
- Schedule and supervise the students taking certification exams at approved testing centers.
- Participate with local colleges and universities in the development, monitoring, and review of local and state articulation agreements.
- Coordinate and supervise student internships and work sites during and after the school day. Visit local training sites at least once each grading period. (Required) (Requires work document submission)
- Develop a professional relationship with businesses, industry, and workforce organizations to serve as a network of
- support and assistance.
- Schedule and supervise work based learning opportunities for the CTE students to participate in and to use their skills and knowledge.
- Maintain a valid, Texas CTE certification.
- CTE teachers who are on a work schedule greater than 187 days are not eligible for this stipend.
- CTE teachers who receive a stipend for Agriculture, Health Science, or Cosmetology are not eligible for this stipend.
- Maintain a valid certification in CPR and First Aid.

# Fine Arts

## Band

### High School Director

- Teach full band classes and marching band in grades 9-12.
- Participate in required activities for the year, which include: performance at all football games, provide halftime music for drill teams, assigned parades, TMEA All Region Band and Orchestra Auditions, TMEA All-State participation, UIL Marching Band Contest, UIL Concert and Sight-reading Contest, UIL Solo and Ensemble Contest, and all CISD sponsored, band-related events. Participation in a music festival during the spring semester is encouraged.
- Hold concert programs in the fall and spring semesters.
- Attend all activities in which his/her students participate.
- Attend all TMEA/UIL region meetings in the fall and spring, and remain active in as many region activities as appropriate.
- Provide regular opportunities for individual and small group instruction outside the school day (i.e., weekly sectionals, master classes, individual help sessions on auditions, solo/ensemble preparation).
- Attend all extra sectionals, rehearsals, concerts, etc. required of his/her students, due to participation in All-Region, All-Area, and All-State Band or Orchestra, etc., or provide a qualified substitute.
- Hold summer marching rehearsals following UIL regulations.
- Interact with the Intermediate School and Junior High School band staff as part of a continual program.
- Function as instructional leader for the feeder program.
- Responsible for ongoing maintenance of uniforms (inventory, issue, return, cleaning, etc.).
- Responsible for maintaining music library (issue, return, inventory, etc.).
- Responsible for the organizational requirements of the program per the policies in the District Fine Arts Handbook.
- Responsible for supervision of Private Lesson Program per the procedures in the District Fine Arts Handbook.
- Attend CISD Professional learning/District Dept meetings as scheduled.
- Maintain a valid certification in CPR and First Aid.

### High School Assistant Director

- Teach band classes and marching band in grades 9-12.
- Actively participate in required activities for the year, which include: performance at all football games, providing halftime music for drill teams, assigned parades, TMEA All-Region Band and Orchestra Auditions, TMEA All-State participation, UIL Marching Band Contest, UIL Concert and Sight-reading Contest, UIL Solo and Ensemble Contest, and all CISD sponsored, band-related events. Participation in a music festival during the spring semester is encouraged.
- Hold concert programs in the fall semester and spring semester.
- Attend all activities in which his/her students participate.
- Attend all TMEA/UIL region meetings in the fall semester and spring semester, and remain active in as many region activities as appropriate.
- Provide regular opportunities for individual and small group instruction outside the school day (i.e., weekly sectionals, master classes, individual help sessions on auditions, solo/ensemble preparation).
- Attend all extra sectionals, rehearsals, concerts, etc. required of his/her students, due to participation in All-Region, All-Area, and All-State Band or Orchestra, etc., or provide a qualified substitute.
- Hold summer marching rehearsals, following UIL regulations.
- Interact and communicate with the Intermediate School and Junior High School band staff as part of a continual program.
- Assist with ongoing maintenance of school musical instruments and equipment (inventory, issue, return, repair, etc.).
- Assist with ongoing maintenance of uniforms (inventory, issue, return, cleaning, etc.).
- Assist with maintaining music library (issue, return, inventory, etc.).
- Assist with supervision of Private Lesson Program per the policies in the District Fine Arts Handbook.
- Attend CISD Professional learning/District Dept meetings as scheduled.
- Maintain a valid certification in CPR and First Aid.

## High School Head Mariachi Director

- Teach Mariachi classes in grades 9-12.
- Actively participate in required activities for the year, which include: TMEA All-Region Auditions/Clinic/Concert, TMEA All-State participation, UIL Solo and Ensemble Contest, and all CISD performance requirements. Participation in a music festival in the spring semester is encouraged.
- Hold concert programs in the fall semester and spring semester.
- Attend all activities in which his/her students participate.
- Attend all TMEA/UIL region meetings in the fall semester and spring semester, and remain active in as many region activities as appropriate.
- Provide regular opportunities for individual and small group instruction outside the school day (i.e., weekly sectionals, master classes, individual help sessions on auditions, solo/ensemble preparation, etc.).
- Attend all extra sectionals, rehearsals, concerts, etc. required of his/her students, due to participation in All-Region, All-Area, and All-State Orchestra, etc., or provide a qualified substitute.
- Interact and communicate with the Intermediate School and Junior High School staff as part of a continual program.
- Function as instructional leader for the feeder program.
- Responsible for ongoing maintenance of school musical instruments and equipment (inventory, issue, return, repair, etc.).
- Responsible for ongoing maintenance of uniforms (inventory, issue, return, cleaning, etc.).
- Responsible for maintaining music library (issue, return, inventory, etc.).
- Responsible for the organizational requirements of the program.
- Supervise Private Lesson Program per the policies in the District Fine Arts Handbook.
- Attend CISD Professional learning/District Dept meetings as scheduled.
- Maintain a valid certification in CPR and First Aid.

## Junior High Director

- Teach full band classes in grades 7-8.
- Actively participate in required activities for the year, which include: performance in the stands at various football games, Conroe ISD Honor Band Auditions/Clinic/Concert, Region 9 All-Region Band and Orchestra Auditions, UIL Concert and Sight-reading Contest, Solo and Ensemble Contest, all CISD sponsored, band-related events. Participation in a music festival during the spring semester is encouraged.
- Hold concert programs in the fall semester and spring semester.
- Attend all activities in which his/her students participate.
- Attend all TMEA/UIL region meetings in the fall semester and spring semester, and remain active in as many region activities as appropriate.
- Provide regular opportunities for individual and small group instruction outside the school day (i.e., weekly sectionals, master classes, individual help sessions on auditions, solo/ensemble preparation).
- Attend all extra sectionals, rehearsals, concerts, etc. required of his/her students, due to participation in All-Region Band or Orchestra, etc., or provide a qualified substitute.
- Hold summer music rehearsals for a minimum of one week.
- Interact and communicate with the Intermediate School and High School band staff as part of a continual program.
- Responsible for ongoing maintenance of school musical instruments and equipment (inventory, issue, return, repair, etc.).
- Responsible for ongoing maintenance of uniforms (inventory, issue, return, cleaning, etc.).
- Responsible for maintaining music library (issue, return, inventory, etc.).
- Responsible for the organizational requirements of the program.
- Responsible for supervision of Private Lesson Program per the procedures in the District Fine Arts Handbook.
- Attend CISD Professional learning/District Dept meetings as scheduled.
- Maintain a valid certification in CPR and First Aid.

## Junior High Assistant Director

- Teach band classes in grades 7-8.
- Actively participate in required activities for the year, which include: performance in the stands at various football games, Conroe ISD Honor Band Auditions/Clinic/Concert, Region 9 All-Region Band and Orchestra Auditions, UIL Concert and Sight-reading Contest, Solo and Ensemble Contest, and all CISD sponsored, band-related events. Participation in a music festival during the spring semester is encouraged.
- Hold concert programs in the fall semester and spring semester.
- Attend all activities in which his/her students participate.
- Attend all TMEA/UIL region meetings in the fall semester and spring semester, and remain active in as many region activities as appropriate.
- Provide regular opportunities for individual and small group instruction outside the school day (i.e., weekly sectionals, master classes, individual help sessions on auditions, solo/ensemble preparation).
- Attend all extra sectionals, rehearsals, concerts, etc. required of his/her students, due to participation in All-Region Band or Orchestra, etc., or provide a qualified substitute.
- Hold summer music rehearsals for a minimum of one week.
- Interact and communicate with the Intermediate School and High School band staff as part of a continual program.
- Assist with ongoing maintenance of school musical instruments and equipment (inventory, issue, return, repair, etc.).
- Assist with ongoing maintenance of uniforms (inventory, issue, return, cleaning, etc.).
- Assist with maintaining music library (issue, return, inventory, etc.).
- Assist with the organizational requirements of the program.
- Assist with the supervision of Private Lesson Program per the policies in the District Fine Arts Handbook.
- Attend CISD Professional learning/District Dept meetings as scheduled.
- Maintain a valid certification in CPR and First Aid.

## Junior High Color Guard

- Schedule, publicize, and supervise auditions during the spring semester of prior school year.
- Hold summer rehearsals following UIL regulations
- Attend all activities in which his/her students participate.
- Teach and supervise color guard in grades 7-8.
- Actively participate in required activities for the year, which include: performances at principal discretion, a minimum of two and a maximum of four competitions related to Texas Color Guard Circuit, and CISD sponsored color guard related events and requirements.
- Provide regular opportunities for group instruction outside the school day (i.e., weekly practice, master classes, individual help sessions on auditions).
- Interact with the High School color guard staff as part of a continual program.
- Responsible for ongoing maintenance of uniforms and equipment (inventory, issue, return, cleaning, etc.).
- Responsible for the organizational requirements of the program.
- Maintain a valid certification in CPR and First Aid.

## K-6/Intermediate Director

- Teach beginning band classes in grades 5-6.
- Teach full band classes in grade 6.
- Actively participate in required activities for the year, which include: CISD Intermediate Honor Band Auditions/Clinic/Concert, Solo and Ensemble Contest, Sight Reading Assessment, and all CISD performance requirements. Participation in a music festival is encouraged in the spring semester.
- Attend all activities in which his/her students participate.
- Hold concert programs in the fall semester and spring semester.
- Attend all TMEA/UIL region meetings in the fall semester and spring semester, and remain active in as many region activities as appropriate.
- Provide regular opportunities for individual and small group instruction outside the school day (i.e., weekly sectionals, master classes, individual help sessions on auditions, solo/ensemble preparation, etc.).
- Interact and communicate with the High School and Junior High School band staff as part of a continual program.
- Responsible for ongoing maintenance of school musical instruments and equipment (inventory, issue, return, repair, etc.).
- Responsible for maintaining music library (issue, return, inventory, etc.).
- Responsible for the organizational requirements of the program.
- Responsible for supervision of Private Lesson Program per the procedures in the District Fine Arts Handbook.
- Attend CISD Professional learning/District Dept meetings as scheduled

# Choir

## High School Director

- Teach full choir classes in grades 9-12.
- Actively participate in required activities for the year, which include: TMEA All-State Choir Auditions/Clinic/Concert, UIL Concert and Sight-reading Contest, UIL Solo and Ensemble Contest, and all Conroe ISD performance requirements. Participation in a music festival is encouraged in the spring semester.
- Hold concert programs in the fall semester and spring semester.
- Attend all activities in which his/her students participate.
- Attend all TMEA/UIL region meetings in the fall semester and spring semester, and remain active in as many region activities as appropriate.
- Provide regular opportunities for individual and small group instruction outside the school day (i.e., weekly sectionals, master classes, individual help sessions on auditions, solo/ensemble preparation).
- Attend all extra sectionals, rehearsals, concerts, etc. required of his/her students, due to participation in All-Region and All-State Choir, etc., or provide a qualified substitute
- Interact and communicate with the Intermediate School and Junior High School Choir/Music staff as part of a continual program.
- Function as instructional leader for the feeder program.
- Responsible for ongoing maintenance of uniforms (inventory, issue, return, cleaning, etc.).
- Responsible for maintaining music library (issue, return, inventory, etc.).
- Responsible for the organizational requirements of the program.
- Responsible for supervision of Private Lesson Program per the procedures in the District Fine Arts Handbook.
- Attend CISD Professional learning/District Dept meetings as scheduled
- Organize, with vertical team, an annual feeder system concert.
- Maintain a valid certification in CPR and First Aid.

## High School Assistant Director

- Teach full choir classes in grades 9-12.
- Actively participate in required activities for the year, which include: TMEA All-State Choir Auditions/Clinic/Concert, UIL Concert and Sight-reading Contest, UIL Solo and Ensemble Contest, and all CISD performance requirements. Participation in a music festival is encouraged during the spring semester.
- Hold concert programs in the fall semester and spring semester.
- Attend all activities in which his/her students participate.
- Attend all TMEA/UIL region meetings in the fall semester and spring semester, and remain active in as many region activities as appropriate.
- Provide regular opportunities for individual and small group instruction outside the school day (i.e., weekly sectionals, master classes, individual help sessions on auditions, solo/ensemble preparation, etc.).
- Attend all extra sectionals, rehearsals, concerts, etc. required of his/her students, due to participation in All-Region and All-State Choir, etc., or provide a qualified substitute.
- Interact and communicate with the Intermediate School and Junior High School Choir/Music staff as part of a continual program.
- Assist with ongoing maintenance of uniforms (inventory, issue, return, cleaning, etc.).
- Assist with maintaining music library (issue, return, inventory, etc.).
- Assist with the organizational requirements of the program.
- Organize, with vertical team, an annual feeder system concert.
- Assist with the supervision of Private Lesson Program per the policies in the District Fine Arts Handbook.
- Attend CISD Professional learning/District Dept meetings as scheduled.
- Maintain a valid certification in CPR and First Aid.

## Junior High Director

- Teach full choir classes in grades 7-8.
- Actively participate in required activities for the year, which include: All-Region Choir Auditions/Clinic/Concert, UIL Concert and Sight-reading Contest, Solo and Ensemble Contest, and all CISD performance requirements. Participation in a music festival is encouraged in the spring semester.
- Hold concert programs in the fall semester and spring semester.
- Attend all activities in which his/her students participate.
- Attend all TMEA/UIL region meetings in the fall semester and spring semester, and remain active in as many region activities as appropriate.
- Provide regular opportunities for individual and small group instruction outside the school day (i.e., weekly sectionals, master classes, individual help sessions on auditions, solo/ensemble preparation, etc.).
- Attend all extra sectionals, rehearsals, concerts, etc. required of his/her students, due to participation in All-Region Choir, etc., or provide a qualified substitute.
- Interact and communicate with the Intermediate School and High School Choir/Music staff as part of a continual program.
- Responsible for ongoing maintenance of uniforms (inventory, issue, return, cleaning, etc.).
- Responsible for maintaining music library (issue, return, inventory, etc.).
- Responsible for the organizational requirements of the program.
- Assist with the supervision of Private Lesson Program per the policies in the District Fine Arts Handbook.
- Attend CISD Professional learning/District Dept meetings as scheduled
- Organize, with vertical team, an annual feeder system concert.
- Maintain a valid certification in CPR and First Aid.

## K-6/Intermediate Director

- Teach music/choir classes in grades 5-6.
- Actively participate in required activities for the year, which include: CISD Honor Choir Auditions/Clinic/Concert, Solo and Ensemble Competition, and all CISD required performances. Participation in a music festival in the spring semester is encouraged.
- Organize and prepare a choir comprised of 5th and 6th grade students with before or after school rehearsals.
- Hold concert programs in the fall semester and spring semester.
- Attend all TMEA/UIL region meetings in the fall semester and spring semester, and remain active in as many region activities as appropriate.
- Provide regular opportunities for individual, large group, and small group instruction outside the school day (i.e., weekly sectionals, master classes, individual help sessions on auditions, solo/ensemble preparation, etc.).
- Interact with the Junior High School and High School Choir/Music staff as part of a continual program.
- Responsible for maintaining music library (issue, return, inventory, etc.).
- Responsible for the organizational requirements of the program.
- Organize, with vertical team, an annual feeder system concert.
- Assist with the supervision of Private Lesson Program per the policies in the District Fine Arts Handbook.
- Attend CISD Professional learning/District Dept meetings as scheduled.
- Maintain a valid certification in CPR and First Aid.

## Elementary Director

- Teach music classes in grades K-4.
- Actively participate in required activities for the year, which include the organized feeder concert. Participation in a music festival in the spring semester is encouraged.
- Organize and prepare a beginning choir comprised of 4th grade students with before or after school rehearsals.
- Hold concert programs in the fall semester and spring semester.
- Responsible for maintaining music library (issue, return, inventory, etc.).
- Responsible for the organizational requirements of the program.
- Organize, with vertical team, an annual feeder system concert.
- Attend CISD Professional learning/District Dept meetings as scheduled

# Dance

## High School

- Teach dance classes in grades 9-12.
- Actively participate in required activities for the year, which include: at least one dance concert per semester for dance II, III/IV, student performance groups, and all CISD required performances and community activities (Kidzfest, The Woodlands Waterway Arts Festival, etc.).
- Be active members of TAHPERD, NDA, NDEO, and/or TDEA, and participate as appropriate.
- Provide regular opportunities for individual and group instruction, and rehearsal time outside the school day.
- Responsible for the organizational and developmental requirements of his/her school's dance program.
- Attend CISD Professional learning/District Dept meetings as scheduled.
- Maintain a valid certification in CPR and First Aid.

# Theater Arts

## High School Director

- Teach theater arts classes in grades 9-12.
- Participate in various productions during the school year.
- Participate in UIL One Act Play Contest and all CISD required District activities. Participation in various contests for student participants is encouraged.
- Be active members of TETA, and participate as appropriate.
- Supervise all details of show production from publicity, directing assignments, casting, ticket sales, etc.
- Responsible for supervising all tech work, including scenery, lights, sound, etc.
- Provide regular opportunities for individual and group instruction outside the school day.
- Theater arts productions are self-contained in that area; no music or art teacher will be expected to "help" with theater arts productions. Fine Arts departments may work as a group on a musical, but it is not required.
- Responsible for ongoing maintenance of costumes (inventory, issue, return, cleaning, etc.).
- Responsible for maintaining script library (issue, return, inventory, etc.).
- Responsible for maintenance and use of equipment (sound equipment, lighting equipment, props, scenes, power tools, sewing, etc.).
- Responsible for management of the auditorium and black box theater (staffing necessary crew).
- Responsible for the organizational requirements of the program.
- Function as the instructional leader of the program.
- Attend CISD Professional learning/District Dept meetings as scheduled.
- Maintain a valid certification in CPR and First Aid.

## High School Assistant Director

- Teach theater arts classes in grades 9-12.
- Participate in various productions during the school year.
- Participate in UIL One Act Play Contest and all CISD required District activities. Participation in various contests for student participants is encouraged.
- Be active members of TETA and participate as appropriate.
- Assist with all details of show production.
- Responsible for supervising all tech work, including scenery, lights, sound, etc.
- Provide regular opportunities for individual and group instruction outside the school day.
- Theater arts productions are self-contained in that area; no music or art teacher will be expected to "help" with theater arts productions. Fine Arts departments may work as a group on a musical, but it is not required.
- Assist in the ongoing maintenance of costumes (inventory, issue, return, cleaning, etc.).
- Assist in maintaining script library (issue, return, inventory, etc.).
- Responsible for maintenance and use of equipment (sound equipment, lighting equipment, props, scenes, power tools, sewing, etc.).
- Assist in the management of the auditorium and black box theater (staffing necessary crew).
- Assist in the organizational requirements of the program.
- Attend CISD Professional learning/District Dept meetings as scheduled.
- Maintain a valid certification in CPR and First Aid.

### Junior High Director

- Teach theater arts classes in grades 7-8.
- Participate in various productions during the school year.
- Participate in UIL One Act Play Contest or festival and all required CISD activities. Participation in various contests for student participants is encouraged.
- Be active members of TETA and participate as appropriate.
- Supervise all details of show production from publicity to ticket sales.
- Be responsible for supervising all tech work, including scenery, lights, sound, etc.
- Provide regular opportunities for individual and group instruction outside the school day.
- Theater arts productions are self-contained in that area; no music or art teacher will be expected to "help" with theater arts productions. Fine Arts departments may work as a group on a musical, but it is not required.
- Responsible for ongoing maintenance of costumes (inventory, issue, return, cleaning, etc.).
- Responsible for maintaining script library (issue, return, inventory, etc.).
- Responsible for maintenance and use of equipment (sound equipment, lighting equipment, props, scenes, power tools, sewing, etc.).
- Responsible for the organizational requirements of the program.
- Attend CISD Professional learning/District Dept meetings as scheduled.
- Maintain a valid certification in CPR and First Aid.

## Drill Team

### High School Director

- Teach dance/drill team in grades 9-12.
- Actively participate in required activities for the year, which include: performance at all football games, including halftime show, assigned parades, various spring semester contests for student participants, Spring Show, all Conroe ISD performance requirements and community activities (Kidzfest, The Woodlands Waterway Arts Festival, etc.).
- Hold summer rehearsals to prepare officers and develop routines.
- Be active members of TAHPERD, NDA, NDEO, and/or TDEA and participate as appropriate.
- Provide regular opportunities for individual and group instruction outside the school day.
- Interact and communicate with the Junior High School staff as part of a continual program.
- Responsible for ongoing maintenance of uniforms (inventory, issue, return, cleaning, etc.).
- Responsible for the organizational requirements of the program.
- Maintain a valid certification in CPR and First Aid.

### High School Director – 9th

- Teach dance/drill team in grade 9.
- Actively participate in required activities for the year, which include: performance at various football games, including halftime show, assigned parades, all Conroe ISD performance requirements and community activities (Kidzfest, The Woodlands Waterway Arts Festival, etc.).
- Hold summer rehearsals to prepare officers and develop routines.
- Participate in various spring semester contests for student participants and District activities.
- Be active members of TAHPERD, NDA, NDEO, and/or TDEA and participate as appropriate.
- Provide regular opportunities for individual and group instruction outside the school day.
- Responsible for ongoing maintenance of uniforms (inventory, issue, return, cleaning, etc.).
- Interact and communicate with the Senior High School and Junior High School staff as part of a continual program.
- Responsible for the organizational requirements of the program.
- Maintain a valid certification in CPR and First Aid.

### Junior High Director

- Teach dance/drill team in grades 7-8.
- Actively participate in required activities for the year, which include: performance at all designated football games, including halftime show, various spring semester contests for student participants, assigned parades, and all CISD performance requirements and community activities (Kidzfest, The Woodlands Waterway Arts Festival, etc.).
- Hold summer rehearsals to prepare officers and develop routines.
- Be active members of TAHPERD, NDA, NDEO, and/or TDEA and participate as appropriate.
- Provide regular opportunities for individual and group instruction outside the school day.
- Interact and communicate with the High School staff as part of a continual program.
- Responsible for ongoing maintenance of uniforms (inventory, issue, return, cleaning, etc.).
- Responsible for the organizational requirements of the program.
- Maintain a valid certification in CPR and First Aid.

## Orchestra

### High School Director

- Teach orchestra classes in grades 9-12.
- Actively participate in required activities for the year, which include: TMEA All-Region Orchestra Auditions/Clinic/Concert, TMEA All-State participation, UIL Concert, Sight-reading Contest, UIL Solo and Ensemble Contest, and all CISD performance requirements. Participation in a music festival in the spring semester is encouraged.
- Hold concert programs in the fall semester and spring semester.
- Attend all activities in which his/her students participate.
- Attend all TMEA/UIL region meetings in the fall semester and spring semester, and remain active in as many region activities as appropriate.
- Provide regular opportunities for individual and small group instruction outside the school day (i.e., weekly sectionals, master classes, individual help sessions on auditions, solo/ensemble preparation, etc.).
- Attend all extra sectionals, rehearsals, concerts, etc. required of his/her students, due to participation in All-Region, All-Area, and All-State Orchestra, etc., or provide a qualified substitute.
- Interact and communicate with the Intermediate School and Junior High School orchestra staff as part of a continual program.
- Function as instructional leader for the feeder program.
- Responsible for ongoing maintenance of school musical instruments and equipment (inventory, issue, return, repair, etc.).
- Responsible for ongoing maintenance of uniforms (inventory, issue, return, cleaning, etc.).
- Responsible for maintaining music library (issue, return, inventory, etc.).
- Responsible for the organizational requirements of the program.
- Supervise Private Lesson Program per the policies in the District Fine Arts Handbook.
- Attend CISD Professional learning/District Dept meetings as scheduled.
- Maintain a valid certification in CPR and First Aid.

## High School Assistant Director

- Teach orchestra classes in grades 9-12.
- Actively participate in required activities for the year, which include: TMEA All-Region Orchestra Auditions/Clinic/Concert, TMEA All-State participation, UIL Concert, Sight-reading Contest, UIL Solo and Ensemble Contest, and all CISD event requirements. Participation in a music festival in the spring semester is encouraged.
- Hold concert programs each in the fall semester and spring semester.
- Attend all activities in which his/her students participate.
- Attend all TMEA/UIL region meetings in the fall semester and spring semester, and remain active in as many region activities as appropriate.
- Provide regular opportunities for individual and small group instruction outside the school day (i.e., weekly sectionals, master classes, individual help sessions on auditions, solo/ensemble preparation).
- Attend all extra sectionals, rehearsals, concerts, etc. required of his/her students, due to participation in All-Region, All-Area, and All-State Orchestra, etc., or provide a qualified substitute.
- Interact and communicate with the Intermediate School and Junior High School orchestra staff as part of a continual program.
- Assist with the ongoing maintenance of school musical instrument and equipment (inventory, issue, return, repair, etc.).
- Assist with the ongoing maintenance of uniforms (inventory, issue, return, cleaning, etc.).
- Assist with the maintenance of music library (issue, return, inventory, etc.).
- Assist with the organizational requirements of the program.
- Assist with the supervision of Private Lesson Program per the policies in the District Fine Arts Handbook.
- Attend CISD Professional learning/District Dept meetings as scheduled.
- Maintain a valid certification in CPR and First Aid.

## Junior High Director

- Teach orchestra classes in grades 7-8.
- Actively participate in required activities for the year, which include: All-Region Orchestra Auditions/Clinic/Concert, UIL Concert and Sight-reading Contest, Solo and Ensemble Contest, and all CISD performance requirements. Participation in a music festival in the spring semester is encouraged.
- Organize, rehearse, and prepare students for string activities, which include the following: seasonal concerts, District solo/ensemble contest, and participation in UIL where appropriate.
- Recruit and hold a sufficient number of students to sustain a standard and balanced instrumentation for the succeeding string instrumental program.
- Provide regular opportunities for individual and small group instruction outside the school day (i.e., weekly sectionals, master classes, individual help sessions on auditions, solo/ensemble preparation).
- Attend all extra sectionals, rehearsals, concerts, etc. required of his/her students, due to participation in All-Region Orchestra, etc., or provide a qualified substitute.
- Collaborate with principal and staff to establish a workable class schedule which insofar as possible accommodates the needs of each building.
- In addition to the established District method, select and use planned sequences of instruction for the development of string technique and music reading.
- Maintain and submit upon request accurate computer generated records on enrollment, attendance, instrumentation, and inventory.
- Demonstrate correct techniques for assembly, care, and maintenance of student instruments.
- Communicate with parents regularly to encourage and promote student progress, regular practice, attendance, and any needed information regarding the playing condition of the student's string instrument.
- Conduct rehearsals and performances demonstrating understanding of differences in style among various types of music.
- Present performances of high musical quality in which groups are musically prepared, well-disciplined, and make a good appearance.
- Select and requisition required music, instruments, equipment, and supplies within budgetary constraints.
- Participate cooperatively in school and District-wide activities.
- Interact and communicate with the Intermediate School and High School orchestra staff as part of a continual program.
- Pursue and participate in professional development activities, disseminating ideas and information to other professionals.
- Attend to daily teaching and related activities on a consistent and timely basis.
- Supervise Private Lesson Program per the policies in the District Fine Arts Handbook.
- Maintain a valid certification in CPR and First Aid.

## K-6/Intermediate Director

- Teach orchestra classes in grades 5-6.
- Organize, rehearse, and prepare students for string activities, which include the following: seasonal concerts, District solo/ensemble contest, CISD Honor Orchestra Audition and Clinic/Concert, and participation in UIL where appropriate.
- Required activities for the year include: Intermediate Honor Band Clinic/Concert, CISD Solo and Ensemble and CISD Concert, and Sight Reading Assessment.
- Attend all activities in which his/her students participate.
- Recruit and hold a sufficient number of students to sustain a standard and balanced instrumentation for the succeeding string instrumental program.
- Collaborate with principal and staff to establish a workable class schedule, which insofar as possible, accommodates the needs of each building.
- Select and use planned sequences of instruction for the development of string technique and music reading, in addition to the established District method.
- Maintain and submit upon request accurate computer generated records on enrollment, attendance, instrumentation, and inventory.
- Demonstrate correct techniques for assembly, care, and maintenance of student instruments.
- Communicate with parents regularly to encourage and promote student progress, regular practice, attendance, and any needed information regarding the playing condition of the student's string instrument.
- Conduct rehearsals and performances demonstrating understanding of differences in style among various types of music.
- Present performances of high musical quality in which groups are musically prepared, well-disciplined, and make a good appearance.
- Select and requisition required music, instruments, equipment, and supplies within budgetary constraints.
- Participate cooperatively in school and District-wide activities.
- Interact with the Junior High and High School orchestra staff as part of a continual program.
- Pursue and participate in professional development activities; disseminate ideas and information to other professionals.
- Attend to daily teaching and related activities on a consistent and timely basis.
- Responsible for ongoing maintenance of school musical instruments and equipment (inventory, issue, return, repair, etc.).
- Responsible for maintaining music library (issue, return, inventory, etc.).
- Responsible for the organizational requirements of the program.
- Supervise Private Lesson Program per the policies in the District Fine Arts Handbook.

# Speech/Debate

## High School Speech/Debate

- Instruct students in forensic events such as (but not limited to): Lincoln-Douglas Debate, Cross-Examination Debate, Public Forum Debate, Student Congress, Extemporaneous Speaking, and Original Oratory in grades 9-12.
- Actively participate in required activities for the year.
- Attend all activities in which his/her students participate.
- Attend all UIL fall planning meetings for the District Spring Meet.
- Provide regular opportunities for individual and small group instruction outside the school day (i.e., after school practices, practice debates, etc.).
- Attend UIL District meets at which his/her students participate (including CX District and the UIL Spring Meet).
- Attend NFL District meet and NFL Student Congress at which his/her students participate.
- Provide ample opportunities for students to compete at T.F.A. Invitational Qualifying Tournaments throughout the year.
- Attend UIL Regional and State meets, TFA State Meet, and NFL Nationals for which students have qualified.
- Maintain the school's membership in good standing in the Texas Forensic Association and the National Forensic League.
- Maintain accurate records of NFL points via www.NFLOnline.org.
- Interact with the Junior High School speech/debate coaches as part of a vertical team.
- Act as instructional leader for the feeder program.
- Maintain a valid certification in CPR and First Aid.

## High School Assistant Speech/Debate

- Assist in the instruction of students in forensic events such as (but not limited to): Lincoln-Douglas Debate, Cross-Examination Debate, Public Forum Debate, Student Congress, Extemporaneous Speaking, and Original Oratory in grades 9-12.
- Assist in the sponsorship of an active chapter of the National Forensic League.
- Assist with selecting, organizing, and publishing a schedule of competition.
- Actively participate in required activities for the year.
- Attend and assist with all activities in which his/her students participate.
- Attend all UIL fall planning meetings for the District Spring Meet.
- Attend and assist with regular opportunities for individual and small group instruction outside the school day (i.e., after school practices, practice debates, etc.).
- Attend UIL District meets at which his/her students participate (including CX District and the UIL Spring Meet).
- Attend NFL District meet and NFL Student Congress at which his/her students participate.
- Provide ample opportunities for students to compete at T.F.A. Invitational Qualifying Tournaments throughout the year.
- Attend UIL Regional and State meets, TFA State Meet, and NFL Nationals for which students have qualified.
- Maintain the school's membership in good standing in the Texas Forensic Association and the National Forensic League.
- Maintain accurate records of NFL points via www.NFLOnline.org.
- Assist with establishing performance requirements, enforcing academic requirements, and verifying each student's eligibility to participate in forensics/debate activities.
- Travel, as needed, to supervise and judge at tournaments.
- Maintain a valid certification in CPR and First Aid.

## Junior High Speech

- Instruct students in speech events including, but not limited to: Improvisation, Readers' Theater, Pantomime, Lip Sync, Duet/Duo Acting, Humorous/Dramatic Interpretation, Poetry/Prose Interpretation, Lincoln Douglas Debate, Cross-Examination Debate, Public Forum Debate, Student Congress, Extemporaneous Speaking, and Original Oratory in grades 7-8.
- Actively participate in required activities for the year.
- Attend all activities in which his/her students participate.
- Provide regular opportunities for individual and small group instruction outside the school day (i.e., after school practices, critiques, etc.).
- Provide ample opportunities for students to compete at tournaments throughout the year.
- Attend regional, state, and national meets for which students have qualified.
- Maintain the school's membership in good standing in the National Junior Forensic League.
- Maintain accurate records of NFL points via www.NFLOnline.org.
- Interact with the High School speech/debate coaches as part of a vertical team.
- Maintain a valid certification in CPR and First Aid.

# Pep Squad

## High School

- Recruit, train, and develop students to participate in activities that increase school spirit.
- Teach students cheers and chants, running of flags, escorting support teams, and appropriate respect of all participants in the athletic events.
- Responsible for ensuring that members meet grade requirements.
- Supervise squad members on school trips.

### Junior High

- Recruit members.
- Ensure members meet grade requirements for eligibility.
- Coordinate meetings.
- Supervise members.
- Participate in pep rallies and other designated events, may lead in skits and/or planning for pep rallies.
- Communicate with administration and cheerleading sponsors.
- Maintain an organizational website.
- Order all attire appropriate for the group.

# Campus

## Elementary/Intermediate School

### Campus Webmaster

- Create, develop, build, and maintain the campus website.
- Collaborate with the building principal to make weekly updates to the campus website.
- Establish the necessary links to District information, as well as any other information deemed appropriate by the building principal.

### Instructional Technology

- Provide training to staff to facilitate the effective use of technology in the integration of the Technology TEKS across the curriculum.
- Develop and share lesson plans that enable students to develop technical competencies and 21st century learning skills.
- Attend meetings for technology updates and information, and share that information with campus administration and staff.
- Monitor Tech Liaison/UTechHelp conferences to provide relevant, current information to staff.
- Provide support and/or training to campus staff two to three hours per week outside of the school day. This could be a combination of online (UTechHelp type) support and face to face support.
- Provide staff development as needed to school's staff during conference periods and/or staff development days.
- Assist in the organization and placement of technology equipment so that it is best used.
- Support the efforts of the Technology Department in implementing the Technology Plan.
- Serve as a point of contact and reference for principals regarding the goals and opportunities provided by the TLC.

### Team Leader

*Core Content/Grade Level or Fine Arts*

- Serve as facilitator of the team, and actively work for the development and maintenance of high levels in all areas of organizational health with the ultimate end being consensus.
- Collaborate with the principal and staff to establish an efficient master schedule, which accommodates the needs of the students, teachers, and campus programs.
- Provide leadership in coordination and implementation at grade level of District curriculum.
- Establish strong communication links with campus administrators.
- Coordinate parent volunteer activities within the team.
- Establish, in cooperation with team members, an agenda for team meetings, conduct the meetings, and provide ongoing feedback to the appropriate campus administrator regarding concerns and decisions.
- Provide input in the selection of new teachers, as requested.
- Report the results of all team leader meeting decisions to team members.
- Serve as liaison between campus administration and the team, responding to administrative requests and direction.
- Establish budget planning for respective teams or departments, including selection and inventory of instructional materials.
- Coordinate a team discipline management effort, which allows each teacher to assume responsibility for their individual students through a team planned intervention process.

### *Special Education*

- Perform all duties in conjunction with the core content/grade level team leader.
- Ensure appropriate placement for each student identified with Special Education needs, including those who enroll during the school year.
- Work with the master schedule for the campus to ensure that it will accommodate the special needs of Special Education students.
- Ensure that all students identified as Special Education are monitored by appropriate special education staff members.
- Attend all District Special Education team leader meetings after school hours, and facilitate campus Special Education team meetings to share this or other pertinent information.
- Serve as a resource when any teacher has questions regarding Special Education issues.
- Work with the campus testing coordinator to ensure that all students take the appropriate state tests.
- Work with diagnostician to make sure all IEPs have been coded in the main Special Education folders, and IEPs have been given to homeroom teacher to send home with report cards.
- Develop and present staff development on issues pertinent to District/campus policies and procedures, most current legislation, and topics needing to be reinforced.
- Communicate the mission and vision of the school as appropriate, and attend campus team leader meetings or department chair meetings as appropriate.

### *Bilingual/ESL*

- Perform all duties in conjunction with the core content/grade level team leader.
- Assist the appropriate staff to ensure that new enrollees, whose home language is one other than English, are administered appropriate tests and placed in classes appropriately based on the results of these tests.
- Assist the appropriate staff to ensure that LEP students are given the appropriate end of year assessments.
- Work with the campus testing coordinator to ensure that all LEP students are given the appropriate state tests per LPAC decisions.
- Assist the campus LPAC coordinator to ensure that all appropriate documentation is prepared for LPAC meetings and that paperwork in LPAC files is complete and accurate, including correcting errors or omissions from previous years.
- Assist the appropriate staff with the coordination of all after school tutorial programs for LEP students.

### *Fine Arts*

- Perform all duties in conjunction with the core content/grade level team leader.
- Establish support for the academic program through the arts as appropriate.

## Bus Duty

- Coordinate and monitor the arrival and dismissal of bus rider students.

# Junior High School

## Campus Webmaster

- Create, develop, build, and maintain the campus website.
- Collaborate with the building principal to make weekly updates to the campus website.
- Establish the necessary links to District information, as well as any other information deemed appropriate by the building principal.

## Junior National Honor Society

- Communicate the Honor Society's criteria.
- Organize the student selection process.
- Hold induction ceremonies.
- Conduct regular meetings.
- Facilitate extra-curricular activities/service hours for students, such as:
    - Campus beautification projects
    - Tutoring programs
    - Community involvement

## Student Council

- Coordinate and supervise all Student Council activities.
- Actively recruit student members.
- Supervise elections.
- Conduct regular meetings.
- Seek out opportunities to provide service to the campus and the community.
- Communicate with administration, staff, students, and parents.
- Supervise student council fundraisers and budget.
- Organize and supervise student council banquet.
- Plan and assist in dance/social preparations.
- Assign students for any Open House/school startup functions.

## Department Chair

- Complete three years of exemplary teaching prior to assignment of this stipend.
- Have a record of effective communication and leadership skills.
- Participate in curriculum development projects.
- Develop and present campus/District level staff development.
- Maintain involvement in professional organizations relating to field.
- Develop and maintain departmental budget.
- Communicate effectively with teachers in the department.
- Coordinate instruction in the department within curriculum guidelines.
- Facilitate planning on a departmental level in the area of budgeting.
- Review and assist the selection of appropriate instructional materials.
- Maintain a departmental inventory.
- Work interdependently with other departments for the purpose of student achievement.
- Serve as a resource person for new and/or substitute teachers.
- Work with parents to foster understanding of the goals of instruction.
- Work effectively with campus and District administrators.
- Assist campus administration in gathering and sharing departmental data.
- Share student performance data with departmental members.
- Assist teachers in developing instructional strategies and resources.
- Assist the principal in the supervision and development of departmental instructional personnel.

## Special Education Department Chair

- Perform all duties in conjunction with the core content/grade level team leader/department chair.
- Ensure Individualized Education Plan (IEP) services and supports are implemented with fidelity. Class schedule matches IEP schedule of services, including those students who enroll during the school year, and service logs are consistently used and monitored.
- Work with the master schedule for the campus to ensure that it will accommodate the special needs of Special Education students.
- Ensure that all students identified with Special Education services are monitored weekly by appropriate special education staff members (Case Manager) in accordance with District expectations. Establish systems to collect data and report progress.
- Work with the Diagnostician/LSSP to identify and address failing grades, any lack of progress, attendance,

discipline or other concerns no less than each grading period.

- Attend all District Special Education team leader/department chair meetings after school hours, and facilitate campus Special Education team meetings to share this or other pertinent information.
- Serve as a resources when any teacher has questions regarding implementation of IEPs, and facilitate problem solving for student issues.
- Work with the campus testing coordinator to ensure that all students receive accommodations on State testing in accordance with the IEP.
- Work with the Diagnostician/LSSP to make sure pre-ARD preparation activities are completed by teachers in a timely manner.
- Assist campus administration in ensuring special education personnel are trained and familiar with the continuum of placements and can accurately articulate their purpose.
- Facilitate staff collaboration to evaluate curriculum, goals, materials, and practices to ensure that instruction and materials match student needs.
- Communicate the mission and vision of the school as appropriate, and attend campus team leader meetings or department chair meetings as appropriate.

## UIL Academics Campus

### *UIL Events Coach*

- Manage a minimum of one UIL A+ Academic team.
- Volunteer at UIL A+ Academic competition.
- Attend a yearly orientation specifically to review UIL rules, expectations, goals, purposes, and appropriate conduct during UIL contests.
- Recruit students to participate in these events.
- Prepare sessions for students to practice their events.
- Ensure students have appropriate preparation materials.
- Coordinate the specific event participation forms, etc.
- Supervise students on the campus, as well as at UIL contests.

## Yearbook

- Uphold primary responsibility for the final yearbook product.
- Serve as a communication link between the publisher and administration.
- Work with principal in selecting and securing an appropriate yearbook contract.
- Recruit and/or use published elective policies to create a functioning yearbook staff capable of producing a high-quality product.
- Provide opportunities for students to make meaningful contributions to the yearbook (providing opportunities for growth and learning).
- Assign photographers/reporters for school functions, and supervise students at events where they are taking pictures.
- Meet all publisher-imposed deadlines in order to keep final cost down, collect payments for yearbook, and oversee budget.
- Respond to inquiries from parents regarding payment.
- Work with the principal to choose the most appropriate distribution method.
- Make arrangements for delivery of yearbooks to students who have moved.

## High School

### Advanced Programs Facilitator

- Serve as facilitator for all advanced programs - AP, PreAP, and Dual Credit.
- Serve as the GT campus contact person.
- Recruit students for advanced programs with particular focus on African American, Hispanic, and Economically Disadvantaged students, and particularly math and science.
- Lead College Readiness Team.
- Serve as campus representative for AP Prep Conference.
- Provide training to teachers on available online programs, including My College Quickstart, My Road, College Board, SAT, ACT.
- Distribute information about PreAP/AP training, work with campus administration to determine schedule of who attends training and when, monitor registrations, and collect paperwork to submit for training rebates.
- Provide training to teachers to read AP Potential reports, and facilitate best practices to improve instruction.
- Assist the campus to create safety nets for students who are new to advanced programs and for students who may be struggling in their courses.
- Monitor regularly the progress of students in advanced programs.
- Develop and advise students for the AP Ambassadors program.
- Lead parent information sessions on Advanced Programs, including publicizing events and communicating with feeder schools.
- Monitor registrations for test prep courses (PSAT, NMSQT, SAT, ACT).
- Attend monthly meetings with the Advanced Programs Coordinator, College Readiness Specialist, and other Advanced Programs Facilitators.

### Athletic Technology

- Coordinate the purchasing, inventory, upkeep, distribution, and use of audio visual equipment.
- Supervise student assistance with the filming and editing of sports film.

### Auditorium Supervision

- Schedule events and facilitate maintenance of the campus auditorium.
- Schedule use of the facility in collaboration with the campus administration, including events, rehearsals, etc.
- Secure, train, and supervise appropriate staffing for every event, maintaining accurate paperwork for the District Human Resources and Payroll Departments.
- Coordinate technical needs (lighting, sound, etc.) for each event on schedule.
- Prepare, set, clear, or clean stage, backstage, dressing rooms, and house as needed for each event.
- Maintain an accurate inventory of all equipment (sound, lights, etc.), safeguarding school equipment.
- Coordinate facility needs with campus custodial staff before any scheduled event to provide any extra equipment, clean-up, etc.
- Communicate with CISD Police Department, as appropriate.
- Coordinate any deliveries or load-in materials for each event, including backdrops, flowers, sound equipment, scenery, and/or props.

### Campus Webmaster

- Create, develop, build, and maintain the campus website.
- Collaborate with the building principal to make weekly updates to the campus website.
- Establish the necessary links to District information, as well as any other information deemed appropriate by the building principal.

## Department Chair

- Complete three years of exemplary teaching prior to assignment of this stipend.
- Have a record of effective communication and leadership skills.
- Participate in curriculum development projects.
- Develop and present campus/District level staff development.
- Maintain involvement in professional organizations relating to field.
- Develop and maintain departmental budget.
- Communicate effectively with teachers in the department.
- Coordinate instruction in the department within curriculum guidelines.
- Facilitate planning on a departmental level in the area of budgeting.
- Review and assist the selection of appropriate instructional materials.
- Maintain a departmental inventory.
- Work interdependently with other departments for the purpose of student achievement.
- Serve as a resource person for new and/or substitute teachers.
- Work with parents to foster understanding of the goals of instruction.
- Work effectively with campus and District administrators.
- Assist campus administration in gathering and sharing departmental data.
- Share student performance data with departmental members.
- Assist teachers in developing instructional strategies and resources.
- Assist the principal in the supervision and development of departmental instructional personnel.

## Special Education Department Chair

- Perform all duties in conjunction with the core content/grade level team leader/department chair.
- Ensure Individualized Education Plan (IEP) services and supports are implemented with fidelity. Class schedule matches IEP schedule of services, including those students who enroll during the school year, and service logs are consistently used and monitored.
- Work with the master schedule for the campus to ensure that it will accommodate the special needs of Special Education students.
- Ensure that all students identified with Special Education services are monitored weekly by appropriate special education staff members (Case Manager) in accordance with District expectations. Establish systems to collect data and report progress.
- Work with the Diagnostician/LSSP to identify and address failing grades, any lack of progress, attendance, discipline or other concerns no less than each grading period.
- Attend all District Special Education team leader/department chair meetings after school hours, and facilitate campus Special Education team meetings to share this or other pertinent information.
- Serve as a resources when any teacher has questions regarding implementation of IEPs, and facilitate problem solving for student issues.
- Work with the campus testing coordinator to ensure that all students receive accommodations on State testing in accordance with the IEP.
- Work with the Diagnostician/LSSP to make sure pre-ARD preparation activities are completed by teachers in a timely manner.
- Assist campus administration in ensuring special education personnel are trained and familiar with the continuum of placements and can accurately articulate their purpose.
- Facilitate staff collaboration to evaluate curriculum, goals, materials, and practices to ensure that instruction and materials match student needs.
- Communicate the mission and vision of the school as appropriate, and attend campus team leader meetings or department chair meetings as appropriate.

## Intramurals

- Coordinate after school physical education programs.
- Keep principal informed of all results.
- Schedule events under the direction of the campus Athletic Director.
- Maintain valid certification in CPR and First Aid.

## Journalism

- Instruct students in journalism courses such as (but not limited to): Journalism, Independent Study in Journalism, Advanced Broadcast Journalism I, II, III, Photojournalism, Advanced Journalism, Yearbook I, II, III, and Advanced Journalism Newspaper I, II, III in grades 9-12.
- Actively participate in required activities for the year, including those that take place during the summer break.
- Provide opportunities for students to develop practical skills in media production and be able to identify, research, and produce journalism for a wide range of media.
- Adhere to scholastic journalism principles as established by organizations such as the University Interscholastic League, the Texas Association of Journalism Educators, and the Columbia Scholastic Press Association.
- Attend competitions in which students compete (UIL, CSPA, TAJE, etc.).
- Attend training/workshops with students to enhance publication content and design.
- Provide regular opportunities for coaching outside the school day for UIL competitions.
- Interact with the junior high school journalism advisers as part of a vertical team.

## National Honor Society

- Recruit and maintain a faculty selection board.
- Communicate the Honor Society's goals and mission.
- Organize the student selection process.
- Work with the campus administration to support campus and District goals and programs.
- Organize and schedule the induction ceremony.
- Meet regularly with members.
- Organize, support, and monitor extra-curricular activities/service hour opportunities for students.
- Maintain NHS charter for the campus.

## Student Council

- Sponsor student dances.
- Conduct Student Council elections, which includes:
    - Assemble and distribute packets to all candidates
    - Organize and approve speeches for delivery over the intercom
    - Show PowerPoint presentation of candidates in all classrooms during speech delivery
    - Count results of the election
- Coordinate Homecoming activities, which includes:
    - Organize ticket sales
    - Distribute and count ballots for freshman male and female
    - Organize Homecoming Court representatives
    - Prepare and decorate Homecoming parade float (if applicable)
    - Decorate for Homecoming dance (early morning to late afternoon)
    - Attend Homecoming dance and offer help where needed
    - Clean up and tear down after dance
- Hold regular Student Council general meetings.
- Sponsor social events for teachers after school.
- Coordinate recycling once a month for all teachers after school.
- Attend the District conference.
- Attend the state convention.
- Attend student council summer camp.
- Be involved in making numerous community service projects successful.

## UIL Coordinator

- Coordinate all UIL academic events at the high school campus.
- Recruit teachers to be advisors for these events.
- Ensure all entries for contests are submitted in a timely manner.
- Review rosters for events.
- Collect fees for competitions.
- Review UIL reports each reporting period, and communicate to all persons on the campus the rules and procedures expected by the UIL.
- Report UIL information to the principal of the campus.

## UIL Events

- Attend a yearly orientation specifically to review UIL rules, expectations, goals, purposes, and appropriate conduct during UIL contests.
- Recruit students to participate in these events.
- Prepare sessions for students to practice their events.
- Ensure students have appropriate preparation materials.
- Coordinate the specific event participation forms, etc.
- Supervise students on the campus, as well as at UIL contests.

### Yearbook

- Produce annual coverage of school activities in a yearbook.
- Coordinate senior, underclass, and staff photos with the school's professional photographers.
- Coordinate advertising and sales programs to fund the publications.
- Uphold primary responsibility for the final yearbook product.
- Serve as a communication link between the publisher and administration.
- Work with principal in selecting and securing an appropriate yearbook contract.
- Recruit and/or use published elective policies to create a functioning yearbook staff capable of producing a high-quality product.
- Provide opportunities for students to make meaningful contributions to the yearbook (providing opportunities for growth and learning).
- Assign photographers/reporters for school functions, and supervise students at events where they are taking pictures.
- Meet all publisher-imposed deadlines in order to keep final cost down, collect payments for yearbook, and oversee budget.
- Respond to inquiries from parents regarding payment.
- Work with the principal to choose the most appropriate distribution method.
- Make arrangements for delivery of yearbooks to students who have moved.

## District-wide

### Bilingual Nurse

- Hold a valid registered nurse license to practice professional nursing in Texas from the State Board of Nurse Examiners.
- Hold a position as a school nurse at a campus with the Bilingual program or in a department wherein bilingual communication is essential to performing the functions of the job.
- Hold valid Bilingual or Spanish Teaching Certification from the State Board of Education (SBEC), or pass a District Language Proficiency assessment.

### CPR Coordinator

- Hold a valid CPR Instructor Certification.
- Hold a valid BLS CPR Certification.
- Collaborate with Health Services Coordinator and CISD Athletic Trainers to facilitate CPR/AED/First Aid certification training for district employees.
- Collaborate with Health Services, Athletics, PE, Fine Arts, and other departments as warranted to maintain list of district employees required to be CPR/AED/First Aid certified.
- Coordinate district CPR/AED/First Aid certification classes including:
    - Notify identified employees when CPR/AED/First Aid certification is due for renewal.
    - Schedule district CPR/AED/First Aid certification classes.
    - Schedule CISD CPR instructors to teach classes.
    - Coordinate with Hauke campus nurse to facilitate CPR/AED/First Aid skills checks as warranted.
    - Assist with teaching district CPR/AED/First Aid classes.
    - Submit completed course records and facilitate payment to American Red Cross.
    - Maintain district taught CPR/AED/First Aid course records.
    - Apprise campus administration and/or department leaders of employees lacking required CPR/AED/First Aid certification.
    - Coordinate with Health Services and Athletics to maintain CPR/AED training equipment and supplies.

## Destination Imagination Team Manager

- Hold a full-time CISD professional staff position.
- Manage a minimum of one DI team at his/her assigned campus.
- Attend the annual Team Managers' Training.
- Complete all phases of competition at the appropriate level.

## Elementary Music Facilitator

- Complete exemplary CISD teaching experience and have a firm knowledge of various elementary music pedagogy methods prior to assignment of this stipend.
- Staff Development
    - Provide District level staff development on a regular basis, at least twice per semester.
    - Communicate information about Houston area professional development.
    - Build community among teachers through moderation of the Elementary Music Discussion Forum.
    - Encourage Kodaly training and graduate work.
    - Provide music mentors to new music teachers in the District, based on feeder system.
- Develop knowledge of local strategies.
- Develop/nurture relationships among music teachers.
- Schedule all meetings and activities, according to the timeline noted below:
    - *August*-Conduct Beginning of School meeting for newly hired CISD elementary music teachers. Topics should include: Organization, CISD Information, Share first of the year lessons or songs, Holiday ideas, and Curriculum Development Dialogue.
    - *October*-Elementary Honor Choir Delegation/Information, January songs, Curriculum Development Dialogue.
    - *November*-Organize and promote a workshop for CISD elementary music teachers (using available resources within the community).
    - *January*-Elementary Honor Choir Information, End of Year Songs, Curriculum Development Dialogue, Music in Our Schools Month Activities and Ideas.
    - *March*-Elementary Honor Choir
    - *April*-Organize and promote a workshop for CISD elementary music teachers (using available resources within the community).
    - *May*-Facilitate End of the Year Share Session. Discuss what worked.
    - *Summer*-One workshop (hired clinician in the elementary music field) & curriculum development, as needed.
- Information
    - Maintain inventory of music room (programs, videos, etc.).
    - Maintain an updated music substitute list.
    - Responsible for music storage and instrument care/repair.
    - Maintain elementary music events calendar.
    - Maintain elementary music daily schedule.
- Technology
    - Ensure each music teacher has a computer in the classroom.
    - Ensure computers are compatible with multimedia equipment.
    - Ensure the level of teacher proficiency in terms of technology in the music classroom.
    - Facilitate technology professional development for music teachers.
- Observe
    - 3-5 days per year (Oct., Nov., Feb., Mar., Apr.)
    - Visit 3-4 campuses to observe and develop relationships with music teachers.
- Representation
    - Provide a liaison between the elementary music teachers and the Fine Arts Coordinator.
    - Provide support for music teachers on a daily basis.
    - Develop relationships with campus principals for further support.
- Leadership
    - Establish weekly communication with elementary music teachers.
    - Discuss and develop old and new ideas.
    - Coordinate meetings that encourage teachers and increase self-worth in their field.
    - Foster communication amongst music teachers.
    - Encourage association membership.

## Student Insurance Coordinator

- Make available student athletic insurance claim forms to each high school and junior high school campus.
- Serve as a liaison between the CISD selected insurance company, campuses, athletic trainers, athletes, and their parents.
- Serve as coordinator of voluntary student insurance.

## Lead Worthy

- Complete a minimum three years of exemplary teaching prior to assignment of this stipend.
- Have a record of effective communication and leadership skills.
- Maintain involvement in training updates for Capturing Kids Hearts, as well as Leadworthy.
- Serve as a liaison for Conroe ISD with the Flippen Group.
- Participate in curriculum development projects.
- Review and assist with the selection of appropriate instructional materials.
- Develop and present District level staff development.
- Communicate effectively with teachers in the District.
- Serve as a resource person for new Leadworthy teachers.
- Assist teachers in developing instructional strategies and resources.
- Work effectively with District administrators.
- Assist campuses by keeping them informed of training opportunities for their teachers.
- Meet quarterly with the Coordinator for Social Studies.

## SHAC Administrative Coordinator

*Position Summary*

The Coordinator is an advisory role (without voting privileges) and serves as the primary liaison between the CISD SHAC and the district. The coordinator identifies appropriate CISD employee subject matter experts as required for certain specific agenda items or to assist with implementing projects/programs recommended by the CISD SHAC. The Coordinator will execute responsibilities outlined in the SHAC Bylaws,

- Maintain Website
    - Post agendas
    - Post slide decks
    - Post minutes
    - Post committee reports
    - Post meeting dates and location
- Coordinate the setup of the meeting
    - Table arrangement
    - Table tents
    - Limited copies of agenda
    - Technology setup
- Coordinate reserving the meeting space
- Assist in preparing the slide deck for the presentation
- Coordinate with Communications to assure it is live streamed and recorded
- Manage Google Docs Drive for SHAC
- Communicate with the Chair/Co-chair of SHAC
- Check SHAC email and report to SHAC
- Present the annual report to the Board for SHAC
- Maintain the membership list
- Present to the Board proposed membership list
- Communicate with campuses the links for membership and deadlines
- Communicate with campuses the agenda and meeting dates for SHAC
- Communicate with campuses the minutes link to share in newsletter
- Help prepare SHAC information for new members
- Coordinate communication link between CISD departments
- Coordinate SHAC presentations to SHAC with District departments

## Visual Arts Facilitator

- Staff Development
  - Provide District level staff development on a regular basis.
  - Provide Houston area professional development information.
  - Build community among teachers.
- Teaching
  - Develop knowledge of local strategies.
  - Develop/nurture relationships among art teachers.
  - Provide art mentors to new art teachers within the District.
- Schedule all meetings according to the timeline noted below:
  - *August*-Organization, Information, Central Office Art Show, Share first of the year lessons, ideas, and curriculum development dialogue.
  - *October*-Western Art Show, TAEA YAM Capitol Art Show, Curriculum Development Dialogue.
  - *November*-Workshop (Using available resources within the community).
  - *January*-Youth Art Month Activities and Ideas, VASE, Jr. VASE, Curriculum Development Dialogue.
  - *February*/April-Workshop.
  - *March*-District Art Show, TAEA Superintendents Show.
  - *May*-End of the Year Share Session-Discuss what works.
  - *Summer*-One workshop (hired presenter in visual arts) & curriculum development.
- Information
  - Maintain supply inventory.
  - Maintain current art substitute list.
  - Responsible for care/repair of the Kiln and any other equipment.
  - Maintain art events calendar.
  - Assist with daily schedules.
- Technology
  - Ensure each art teacher has a computer in the classroom.
  - Ensure the computers are compatible with multimedia equipment.
  - Ensure the level of teacher proficiency in terms of technology in the art classroom.
  - Facilitate technology professional development for art teachers.
- Observe
  - 3-5 days per year (Oct., Nov., Feb., Mar., Apr.).
  - Visit 3-4 campuses to observe and develop relationships with art teachers.
- Representation
  - Provide a liaison between the visual arts teachers and the Fine Arts Coordinator.
  - Provide support for art teachers on a daily basis.
  - Develop relationships with campus principals for further support.
- Leadership
  - Establish weekly communication.
  - Discuss and develop old and new ideas.
  - Responsible for conducting meetings that encourage teachers and increase self-worth in their field.
  - Foster communication amongst visual arts teachers.
  - Encourage Association Membership.

# Science

## High School & Junior High Science Bowl District Teacher Lead

*Position Summary*
Coordinate the planning and execution of the Junior High and High School Science Bowl Competitions, in conjunction with EfTA.

- Reserve competition space and share set-up instructions with building supervisor
- Manage the Science Bowl Website by updating all forms and links each year
- Contact and recruit campus coordinators from JH campuses and HS campuses (public & private)
- Update and maintain Team Dashboards
- Meet with campus coordinators twice throughout the year to communicate expectations and logistics
- Collect and submit T-Shirt orders from campus coordinators
- Collect and submit food orders (campus coordinators, volunteers, and students)
- Communicate with EfTA regarding food orders and awards
- Receive and verify students registration and eligibility forms
- Communicate responsibilities and expectations with volunteers (video sent via email)
- Distribute T-shirts to each of the campuses
- Update and print signage, name tags, competition questions, sign-in sheets, etc.
- Create the Round Robin and Seeded Bracket for both competitions
- Pick-up buzzer systems that we borrow from different campuses
- Set-up for both competitions: 6 competition rooms, hospitality room, check-in tables, student holding spaces, and hang signage
- Train volunteers immediately before each competition begins
- Tabulate scores and advance teams on the bracket during the competition
- Settle challenges and disputes that arise during the competition
- Clean-up and breakdown following each competition
- Return borrowed buzzer systems to different campuses
- Collect feedback from participants, teachers, and volunteers to refine and enhance future events.

## Elementary Science Festival District Teacher Lead

*Position Summary*
*Coordinate the planning and execution of Elementary Science Festival, in conjunction with EfTA.*

- Contact and recruit campus coordinators from all elementary schools
- Correspond with 50+ campus coordinators to gather TEKS information, shirt sizes, booth info, and general questions
- Update and create guiding documents for campus representatives
- Create documents for students/teachers
- Facilitate meeting #1 to give campus reps all necessary information and training
- Facilitate meeting #2 to to gather forms and documentation, distribute shirts, organize and distribute materials to each campus from EfTA
- Create a strategic map of all 40+ booths
- Communicate with EfTA about setup and end to end event coordination
- Attend day of the event: manage logistical aspects such as event layout, booth assignments, equipment needs, and material distribution.
- Oversee the setup and breakdown of the event, ensuring that all activities run on schedule and addressing any issues that arise in real-time
- Ensure all safety protocols are in place and adhered to throughout the event
- Promote the event through various channels, including social media, school newsletters, and community outreach, to maximize participation and attendance
- Conduct a post-event review to assess successes and areas for improvement.
- Collect feedback from participants, teachers, and volunteers to refine and enhance future events.

## SciMathelon District Teacher Lead

*Position Summary*
*Coordinate the planning and execution of the Scimathelon event, in conjunction with EfTA.*

- Campus Coordinator Recruitment and Communication - communicate with all campuses that serve 5th & 6th grade students to recruit campus coordinators and communicate with EfTA on private school participation.
- Website & Dashboard management - Update event website for the new event year to ensure clarity of communication. Create an information dashboard for each school to collect forms, participant information, and volunteer information.
- Documentation & Forms - Update variety of form including registration, t-shirt order, reminder letters for parents, and campus coordinator sign-up forms.
- Meeting Organization & Invitations - Plan timeline of activities and due dates for the year. Create & share meeting slide decks (3), create mail lists, calendar invites and reminders for meetings and due dates. Conduct updates, training, and information meetings. Meet with new campus coordinators as needed.
- Supplies & Prize Management - Create a prize & certificate order form and submit to EfTA, inventory prizes when they arrive, organize prizes for distribution during the event award ceremony. Organize t-shirts and distribute them to campus coordinators.
- Event Preparation - Communicate with EfTA regarding floor plan of event, hospitality, and furniture rentals, and even schedule. Print & organize materials as needed for the event including school signs, station information folders, campus dashboard, student name badges). Prepare voting forms. Set-up event space the night before the event.
- Final Registration - Review and check all registration forms and dashboard information. Schedule meetings with campus coordinators to correct errors to these forms.
- Event Execution - Manage students and volunteers. Introduce and oversee each round of competition. Run the voting process and distribution of prizes. Coordinate hospitality and lunch with EfTA. Oversee cleanup of event space.

## Science and Engineering Fair District Teacher Lead Assistant

*Position Summary*
*The Science and Engineering Fair District Teacher Lead Assistant supports the Science and Engineering Fair District Teacher Lead in all aspects of planning, training, and implementing the district's participation in Science and engineering fair competitions.*

*Key Responsibilities:*

- Assist the District Teacher Lead in planning, organizing, and conducting Science Fair meetings, teacher trainings, and campus support sessions.
- Participate in event preparation, including managing materials, registration, and logistics for students and teachers.
- Support communication between district campuses, the Coordinator, and external partners (EfTA, SEFH, TXSEF).
- Help facilitate compliance with competition guidelines, including assisting with protocol reviews and SRC requirements.
- Aid in the preparation and distribution of event materials such as abstracts, posters, tags, and spreadsheets.
- Provide on-site support during all major Science and Engineering Fair events, including setup, judge training, and project advancement processing.
- Address and troubleshoot campus and teacher inquiries related to Science Fair requirements, registration, and processes as directed by the District Teacher Lead.
- Other duties as assigned in alignment with the District Science Coordinator.

## FIRST LEGO League (FLL) Robotics District Teacher Lead

*Position Summary*
*Coordinate the planning and execution of FIRST Lego League Challenge (FLL).*

- Contact and recruit team sponsors from 4th-6th grade schools.
- Supervise and assist with team dashboards including creating teams, purchasing equipment, entering student information, and ensuring sponsors complete necessary paperwork.
- Attend virtual meetings (4-5) with Program Delivery Partner to receive information, training, and updates.
- Meet with campus coordinators throughout the year to communicate expectations, logistics, and updates.
- Coordinate food orders for campus coordinators and volunteers.
- Communicate responsibilities and expectations with volunteers.
- Train volunteers prior to the event including virtual judging and robot games.
- Update and print signage, sign-in sheets, etc.
- Create competition schedules.
- Plan and coordinate the Kickoff event.
- Organize, label, and inventory equipment.
- Coordinate the delivery of equipment to campus sponsors.
- Reserve competition space and share set-up instructions with the building supervisor.
- Coordinate the delivery of 5-6 field sets for competition and ensure all mission models are intact and correctly put together.
- Coordinate the delivery of 5-6 competition tables to the event location.
- Set up for competition by ensuring all competition tables are set up, signage is placed where needed, hospitality room supplied, and technology is ready.
- Promote the event through various channels, including social media, school newsletters, and community outreach, to maximize participation and attendance
- Conduct a post-event review to assess successes and areas for improvement.
- Collect feedback from participants, teachers, and volunteers to refine and enhance future events.

## FIRST Lego League (FLL) District Teacher Lead Assistant

## FIRST Tech Challenge (FTC) District Teacher Lead Assistant

*Position Summary*
*District Teacher Lead Assistants support event leads in planning, organizing, and executing district science and robotics competitions and events.*

*Key Responsibilities*

- Coordinate event logistics, registration, and facility setup/breakdown
- Recruit and support campus coordinators, sponsors, and volunteers
- Maintain event documentation, forms, and dashboards
- Communicate event expectations, logistics, and updates to stakeholders
- Oversee event execution, including schedules, materials, equipment, and scoring
- Facilitate volunteer training, event promotion, and feedback collection
- Ensure compliance with district and partner guidelines
- Provide onsite support and assist with troubleshooting during events

## FIRST Tech Challenge (FTC) Robotics District Teacher Lead

*Position Summary*
*Coordinate the planning and execution of the FTC events and competitions.*

- Reserve competition space and share set-up instructions with the building supervisor.
- Contact and recruit campus coordinators from JH campuses.
- Supervise and assist with team dashboards including creating teams, purchasing equipment, entering student information, and ensuring sponsors complete necessary paperwork.
- Meet with campus coordinators throughout the year to communicate expectations, logistics, and updates.
- Coordinate food orders for campus coordinators and volunteers.
- Communicate responsibilities and expectations with volunteers.
- Train volunteers prior to the event.
- Update and print signage, sign-in sheets, etc.
- Create competition schedules.
- Plan and coordinate the Kickoff event.
- Set up for the following events by reserving & organizing space including check in tables, signage, hospitality room.
    - Scrimmage
    - Competition Meet #1
    - Competition Meet #2
    - Tournament
- Place work order for field components to be delivered to the competition location.
- Construct the competition field.
- Tabulate scores and advance teams.
- Clean-up and breakdown following each competition event.
- Promote the event through various channels, including social media, school newsletters, and community outreach.
- Collect feedback from participants, teachers, and volunteers to refine and enhance future events.

## BLOCX Robotics District Teacher Lead

*Position Summary*
Coordinate the planning and execution of BLOCX Robotics in conjunction with EFTA.

- Contact and recruit team sponsors from 4th-6th grade schools.
- Assist sponsors with registration and purchase of equipment.
- Meet with campus coordinators throughout the year to communicate expectations, logistics, and updates.
- Coordinate food orders for campus coordinators and volunteers.
- Communicate responsibilities and expectations with volunteers.
- Train volunteers prior to the event specifically with the robot game missions and rules.
- Update and print signage, sign-in sheets, etc.
- Create competition schedules.
- Organize, label, and inventory equipment.
- Coordinate the delivery of equipment to campus sponsors.
- Reserve competition space and share set-up instructions with the building supervisor.
- Coordinate the delivery of 5-6 field sets for competition and ensure all mission models are intact and correctly put together.
- Coordinate the delivery of 5-6 competition tables to the event location.
- Set up for competition by ensuring all competition tables are set up, signage is placed where needed, hospitality room supplied, and technology is ready.
- Promote the event through various channels, including social media, school newsletters, and community outreach, to maximize participation and attendance
- Conduct a post-event review to assess successes and areas for improvement.
- Collect feedback from participants, teachers, and volunteers to refine and enhance future events

## Science & Engineering Fair District Teacher Lead

*Position Summary*

*The Science & Engineering Fair Coordinator is responsible for coordinating, planning, and training teachers to prepare for the Sci://Tech Science Fair competition. This role involves working closely with the Coordinator of Science and the Education for Tomorrow Alliance (EfTA).*

**Event Participation:**

- Attend SCI://Tech monthly meetings.
- Participate in the SEFH (Science and Engineering Fair of Houston) Annual Seminar in September and relay key information to campus representatives and coordinators.
- Attend SEFH in February and TXSEF (Texas Science and Engineering Fair) in March.

**Meetings and Trainings:**

- Conduct the "Science Fair 101" training in August for honors science teachers.
- Provide Science Fair updates at District-Wide Professional Learning (DWPL) sessions.
- Host monthly Science Fair meetings and training for campus coordinators.
- Lead STEM Wizard training sessions for honors science teachers.
- Provide support materials for all junior high and high school teachers.

**Coordination with SEFH and TXSEF:**

- Assist campuses with student registration issues and troubleshoot challenges.
- Serve as liaison between SEFH, TXSEF, and participating campuses.
- Assist in resolving Scientific Review Committee (SRC) issues.

**SRC Chair for District Event:**

- Ensure all projects comply with competition rules, working with campus representatives to maintain compliance.
- Oversee and coordinate Junior High Protocol Days.
- Organize and maintain a competition spreadsheet by campus.
- Manage and distribute relevant materials to campuses for review.
- Provide support and answer questions before and during protocol days.

**SCI://Tech Event Responsibilities:**

- Organize competition spreadsheets categorized by project type.
- Verify student project representation with campuses and confirm STEM Wizard eligibility.
- Create, print, and organize abstracts, posters, table tags, and student project tags
- Assist in setting up the convention center for the event.
- Train judges for all rounds of the competition.
- Print results and finalize the list of advancing projects.
- Coordinate with campuses regarding project advancements after the event.

## Biotechnology Competition District Teacher Lead

*Position Summary*

*The Biotech Competition Coordinator is responsible for planning, organizing, and executing the annual biotech competition for high school students. This role requires collaboration with different partners, including Lone Star College - Montgomery Campus, local education non-profit - EfTA, biotech companies, and Coordinator of Science. The biotech competition coordinator ensures smooth operation of the competition, adherence to guidelines, and a positive experience for all participants.*

- Schedule and facilitate committee meetings, either in-person at Lone Star College or Virtually.
- Coordinate the procurement of DNA fragments for the competition, whether through custom kits or kits provided by biotech companies.
- Assist in securing appropriate facilities, equipment, and resources for the competition in collaboration with all partners.
- Manage the ordering of additional supplies needed for the competition, such as agarose, buffer, dye, etc., in coordination with EfTA.
- Keep committee members apprised of progress on scenario, technical questions, judge evaluation forms, and data analysis questions in preparation of the competition.
- Organize and send all competition materials (scenario, technical questions, judge evaluation forms, data analysis questions, and answer keys) to the science office for printing.
- Coordinate with Lone Star and communicate with committee members on to-do list for setup the day prior to the competition and clean up after the competition
- Oversee all aspects of the competition day to ensure smooth operations, troubleshoot issues, and maintain adherence to the schedule.
- Train volunteers, including judges and support staff, to assist on competition day
- Gather and compile feedback from participants, teachers, and partners to evaluate and improve future competitions.

## Math Bowl District Teacher Lead

*Position Summary*
*The Math Bowl Coordinator is responsible for organizing, coordinating, and facilitating all aspects of the Math Bowl competition, including communication with schools and other stakeholders, event logistics, and managing the competition day.*

**Communication and Coordination:**
- Contact schools to gather a list of Math Bowl Committee Representatives.
- Send updated competition documents (e.g., invitations, rules, rosters) to representatives.

**Document Updates and Preparation:**
- Update various competition-related documents, including invitation letters, testing certification page, test rosters, answer keys, rules for qualifying tests, and contest PowerPoints for all rounds and finals.
- Prepare and email necessary forms and registration documents to schools.

**Grading and Team Formation:**
- Schedule and lead a grading meeting with Math Bowl representatives.
- Triple-grade the tests and verify the top 10 test scores for each subject.
- Identify the top 3 qualifiers from each school in six subject areas.
- Form balanced teams representing different schools based on average scores.

**Volunteer Recruitment and Management:**
- Recruit and organize volunteers for roles such as judges, door keepers, scorekeepers, calculator resetter and more.
- Prepare and email competition guidelines and necessary materials to volunteers.

**Logistics and Supplies:**
- Gather necessary equipment for the competition (e.g., graphing calculators, projectors, laptops, buzzers).
- Ensure all forms, registration materials, and supplies are ready for competition day.
- Submit facility requests, order medals and certificates (from EfTA), and supplies like batteries for calculators.

**Competition Day Execution:**
- Provide final rosters and student information slips for the competition.
- Prepare printed materials, such as scorekeeping packets, team name tents, competition rules for volunteers, handouts for judge folders, and more.
- Set up the competition venue early on the day of the event.
- Check in students and representatives.
- Facilitate the competition, update brackets, update competition results and award winners.
- Clean up afterward and email the results to the Math Coordinator for district-wide recognition.

## Science and Engineering Fair Campus Sponsor

*Position Summary:*
*The Campus Sponsor is responsible for guiding and preparing students for science and engineering competitions. This includes providing mentorship, facilitating communication between the district and campus, and ensuring students have the necessary support to succeed.* ***The district science office will determine and approve the number of sponsors per campus based on the volume of student science projects. Each campus may have up to a maximum of three sponsors.***

- Oversee the organization and implementation of the campus Science Fair program.
- Attend all District-level Science and Engineering Fair meetings.
- Provide students with regular opportunities to work on their projects outside of regular school hours.
- Participate in all Science Fair competitions in which the campus is involved.
- Coordinate student transportation to Science Fair competitions.
- Verify that students meet UIL grade eligibility requirements before participating in competitions.
- Maintain clear and effective communication with administration, staff, students, and parents.

- Attend professional development sessions to enhance knowledge and technical skills related to the role.

## VEX Robotics (Grades 9-12)

- Recruit, train, and develop students to participate in VEX Robotics.
- Provide regular opportunities for group instruction and practice time outside the school day.
- Responsible for the organizational requirements of the campus VEX Robotics program.
- Actively participate in required activities, which consist of multiple competitions, including a VEX Robotics Official Qualifying Tournament.
- Attend all activities in which VEX Robotics students participate.
- Attend all extra practices required of students, due to advancement to the VEX Robotics Championships.
- Responsible for maintenance and use of equipment.
- Ensure that members meet UIL grade requirements.
- Communicate with administration, staff, students, and parents.
- Attend staff development activities that will improve knowledge and technical skills.
- Maintain a valid certification in CPR and First Aid.

## FIRST Lego League (FLL) Sponsor (Grades 3-8)

- Recruit, train, and develop students to participate in FIRST Lego League (FLL).
- Provide regular opportunities for group instruction and practice time outside the school day.
- Responsible for the organizational requirements of the campus FLL program.
- Actively participate in required activities, which consist of multiple competitions, including an FLL Official Qualifying Tournament.
- Attend all activities in which FLL students participate.
- Attend all extra practices required of students, due to advancement to the FLL Championships.
- Responsible for maintenance and use of equipment.
- Ensure that members meet UIL grade requirements.
- Coordinate parent volunteer activities within the team.
- Communicate with administration, staff, students, and parents.
- Attend staff development activities that will improve knowledge and technical skills.

## FIRST Tech Challenge UIL Lead Coach

- Plan, organize, and implement the FTC robotics program.
- Develop a schedule for regular team meetings, build sessions, and competition preparations.
- Ensure compliance with FTC rules and guidelines.
- Mentor students in designing, building, programming, and testing robots.
- Teach and reinforce STEM concepts, critical thinking, and project management skills.
- Supervise students during all robotics-related activities and ensure their safety.
- Guide students in preparing for and participating in local, regional, and national FTC competitions.
- Arrange transportation and other logistics for competitions.
- Ensure all necessary materials and equipment are ready for competitions.
- Manage the robotics program budget, including purchasing supplies and equipment.
- Organize and oversee fundraising activities to support the robotics program.
- Collaborate with campus administration, parents, and community members to promote the robotics program.
- Communicate regularly with team members, parents, and the administration about team progress and needs.
- Attend relevant training sessions and workshops to stay current with FTC rules and best practices.
- Conduct professional development sessions for other robotics teachers within the District.

## FIRST Tech Challenge Assistant

- Assist in planning, organizing, and implementing the FTC robotics program.
- Help develop and maintain the schedule for regular team meetings, build sessions, and competition preparations.
- Ensure adherence to FTC rules and guidelines.
- Support students in designing, building, programming, and testing robots.
- Assist in teaching STEM concepts, critical thinking, and project management skills.
- Supervise students during robotics-related activities and ensure a safe environment.
- Help prepare students for local, regional, and national FTC competitions.
- Assist in arranging logistics for competitions, including transportation.
- Ensure all necessary materials and equipment are prepared for competitions.
- Assist in managing the robotics program budget and purchasing supplies.
- Help organize and oversee fundraising activities.
- Collaborate with the robotics sponsor, campus administration, parents, and community members.
- Communicate with team members, parents, and the administration about team progress and needs.
- Attend relevant training sessions and workshops.
- Conduct professional development sessions for other robotics teachers within the District.

## BEST Team Sponsor (Grades 9-12)

- Recruit, train, and develop students to participate in BEST Robotics.
- Provide regular opportunities for group instruction and practice time outside the school day.
- Responsible for the organizational requirements of the campus BEST Robotics program.
- Actively participate in required activities for the year, which include BEST Robotics Official Qualifying Tournament.
- Attend all activities in which BEST Robotics students participate.
- Attend all extra practices required of BEST Robotics students, due to advancement to the BEST Robotics Championships.
- Responsible for maintenance and use of equipment.
- Ensure that members meet UIL grade requirements.
- Communicate with administration, staff, students, and parents.

## Envirothon Team Sponsor

- Recruit, train, and develop students to participate in Envirothon.
- Provide regular opportunities for group instruction and practice time outside the school day.
- Coordinate the organizational requirements of the campus Envirothon program.
- Participate in required activities for the year, which include the Texas Envirothon Competition.
- Attend all activities in which BEST Robotics students participate.
- Attend all extra practices required of his/her students, due to advancement to the North American Envirothon.
- Facilitate the maintenance and use of equipment.
- Ensure that members meet UIL grade requirements.
- Communicate with administration, staff, students, and parents.
- Attend staff development activities that will improve knowledge and technical skills.

## Engineering and Design Campus Coordinator

- Responsible for the organizational requirements of his/her school's EDC program.
- Attend all District-level EDC meetings and report information to campus teachers working with students participating in EDC.
- Provide regular opportunities for group instruction and practice time outside the school day.
- Attend the EDC competition in which his/her campus participates.
- Arrange for student bus transportation to the EDC competition.
- Responsible for maintenance and use of equipment.
- Responsible for ensuring that students meet UIL grade requirements.
- Communicate with administration, staff, students, and parents.
- Attend staff development activities that will improve knowledge and technical skills.

## Science Bowl Campus Coordinator

- Responsible for the organizational requirements of his/her school's Science Bowl program.
- Attend all District-level Science Bowl meetings and report information to campus teachers working with students participating in Science Bowl.
- Provide regular opportunities for group instruction and practice time outside the school day.
- Attend all Science Bowl competitions in which his/her campus participates.
- Arrange for student bus transportation to the Science Bowl competitions.
- Responsible for maintenance and use of equipment.
- Responsible for ensuring that students meet UIL grade requirements.
- Communicate with administration, staff, students, and parents.
- Attend staff development activities that will improve knowledge and technical skills.

## Science Fair Campus Coordinator

- Responsible for the organizational requirements of his/her school's Science Fair program.
- Attend all District-level Science Fair meetings and report information to campus teachers working with students participating in Science Fair.
- Provide regular opportunities for group instruction and practice time outside the school day.
- Attend all Science Fair competitions in which his/her campus participates.
- Arrange for student bus transportation to the Science Fair competitions.
- Responsible for ensuring that students meet UIL grade requirements.
- Communicate with administration, staff, students, and parents.
- Attend staff development activities that will improve knowledge and technical skills.

## FIRST Robotics Competition (FRC) Robotics Lead Coach

*Position Summary:*
*The FRC Robotics Lead Coach at a high school is responsible for leading and managing the school's FRC robotics team. This includes guiding students through the engineering design process, robot construction, programming, and competition strategies while ensuring compliance with FRC rules. The Lead Coach promotes STEM education, teamwork, leadership development, and a strong mentorship culture that prepares students to compete successfully at local, regional, national and global FRC events.*
*Key Responsibilities:*

**Program Development and Management**

- Plan, organize, and lead the FRC robotics program activities throughout the build season and competition season.
- Develop a comprehensive schedule of team meetings, design/build days, testing sessions, and competition preparations.
- Ensure full compliance with FIRST Robotics Competition rules, regulations, and deadlines.

**Student Mentorship and Supervision**

- Mentor students in the engineering design process, mechanical and electrical assembly, software development, and strategy formulation.
- Teach STEM principles, project management, critical thinking, and effective teamwork techniques.
- Supervise all robotics activities to maintain a safe and productive learning environment.

**Competition Preparation and Participation**

- Oversee team readiness for FRC events, including robot inspections, presentations, and game strategy.
- Coordinate logistics for transportation, registration, accommodations, and onsite needs during competitions.
- Ensure all tools, materials, safety equipment, and robot hardware/software are prepared before competitions.

**Budget and Fundraising**

- Manage the FRC team budget for parts, tools, travel, and team expenses.
- Develop and coordinate fundraising activities, sponsorship solicitation, and community partnerships to support the team financially.

**Collaboration and Communication**

- Serve as liaison between students, parents, school administration, mentors, and sponsors.
- Maintain regular communication about team progress, needs, and achievements with stakeholders.
- Promote the robotics program through community outreach and STEM advocacy.

**Professional Development**

- Participate in FRC training sessions, conferences, and workshops to stay current with program updates and best practices.
- Mentor and train new coaches, mentors, and volunteers to grow the team's support network.

## FIRST Robotics Competition (FRC) Robotics Assistant Coach

*Position Summary:*

*The FRC Robotics Assistant Coach supports the FRC Lead Coach in managing the high school's FRC team. The Assistant Coach helps mentor students, organize team activities, prepare for competitions, and manage administrative responsibilities. This role provides critical support to ensure the smooth operation of the FRC program and enrich the student experience.*

*Key Responsibilities:*

**Support Program Development and Management**

- Assist in planning and implementing the FRC robotics team's build and competition activities.
- Help maintain schedules for team meetings, build sessions, testing, and competitions.
- Support adherence to all FIRST Robotics Competition rules and deadlines.

**Student Mentorship and Supervision**

- Assist students with robot design, construction, programming, and system integration.
- Support STEM instruction and development of teamwork and problem-solving skills.
- Supervise students during all team functions to provide a safe environment.

**Competition Preparation and Participation**

- Help organize logistics for attending FRC events including travel arrangements and materials preparation.
- Assist in readying students and equipment for official robot inspection, judging, and competition.

**Budget and Fundraising Assistance**

- Support budgeting efforts and purchasing of necessary supplies and materials.
- Assist in fundraising campaigns and sponsor engagement activities.

**Collaboration and Communication**

- Work closely with the Lead Coach, mentors, parents, and school staff to support team needs.
- Communicate progress, updates, and requirements with the team and stakeholders.

**Professional Development**

- Participate in relevant FRC training and development opportunities.
- Contribute to coaching workshops or knowledge sharing within the robotics community.

# Special Education

## Bilingual Speech Language Pathology Assistant (SLPA)

- Maintain active Speech Language Pathology Assistant certification.
- Hold a valid Bilingual or Spanish Teaching Certification from the State Board of Education (SBEC), or pass a District Language Proficiency assessment.
- Be assigned to provide Bilingual speech therapy on a regular and ongoing basis.

## Board Certified Behavior Analyst (BCBA)

- Hold a BCBA certification from the Behavior Analyst Certification Board.
- Be directly assigned to a BCBA position which requires conducting descriptive and systematic behavioral assessments, including functional analyses and analytic interpretations of the results.
- Design and supervise behavior analytic interventions as a part of the assignment.

## Board Certified Assistant Behavior Analyst (BCaBA)

- Hold a BCaBA certification from the Behavior Analyst Certification Board.
- Be directly assigned to a BCaBA position which requires conducting descriptive behavioral assessments, interpreting the results, and designing ethical and effective behavior analytic interventions under the supervision of a BCBA.

## Certificate of Clinical Competency (CCP-SLP)

- Hold the position of Speech-Language Pathologist.
- Hold a valid Certificate of Clinical Competence from the American Speech-Language-Hearing Association (ASHA).
- Be directly involved in the provision of speech-language services for students with disabilities.
- Provide supervision to interns and assistants, as assigned.

## Deaf Education Teacher

- Assigned to implement effective instructional/behavioral practices and provide specialized services for students with Auditory Impairments for 50% of the day or more.

## Early Childhood Special Education (ECSE) Teacher

- Assigned to implement effective instructional/behavioral practices and provide personal care services for students 3 to 5 years old with severe cognitive and other developmental disabilities in a self-contained and/or mainstream special education setting 50% of the day or more.

## Evaluation Support

- Guide campus evaluation staff in compliance with state and federal laws pertaining to Special Education assessments and ARD/IEP processes and procedures.
- Participate on the District Assessment Review Team.
- Plan, coordinate, and implement effective end of year close out procedures for Special Education building support staff.
- Engage in professional growth opportunities to gain an awareness of new assessment materials/techniques/best practices.
- Plan and implement staff development to build the capacity and quality of the assessment staff.
- Maintain and provide expertise in assigned area of disability evaluation.
- Collaborate with central Special Education staff to monitor timelines and compliance.
- Support new assessment staff in acquiring skills needed to successfully perform the job functions.

### Lead Facilitator

- Serve as a mentor and guide for other Special Education facilitators
- Serve as the Lead Facilitator for Tier 3 campuses within their assigned feeder
- Plan, coordinate, and lead trainings for facilitators as necessary
- Other duties as assigned by the feeder Coordinator

### Life Skills/Structured Learning Class Teacher

- Assigned to implement effective instructional/behavioral practices and provide personal care services for students with severe cognitive and other developmental disabilities in a self-contained special education setting 50% of the day or more.

### Positive Approach to Student Success (PASS)

- Assigned to implement effective instructional/behavioral practices and design, implement, and monitor complex behavior intervention plans for students in a mainstream or special education setting 50% of the day or less.

### Social Development Class (SDC)

- Assigned to implement effective instructional/behavioral practices and design, implement, and monitor complex behavior intervention plans for students with severe emotional/behavioral disabilities in a self-contained special education setting 50% of the day or more.

### Special Education Bilingual Assessment

- Hold the position of Diagnostician, Licensed Specialist in School Psychology (LSSP), or Speech- Language Pathologist (SLP).
- Hold a valid Bilingual or Spanish Teaching Certification from the State Board of Education (SBEC), or pass a District Language Proficiency assessment.
- Be assigned to conduct Bilingual Evaluations on a regular and ongoing basis.

## Advanced Degrees/Certification

### Masters

- Hold a Master's Degree from an accredited university as documented on an official transcript from the university.
- Hold the position of classroom teacher.

### Doctorate

- Hold a Doctorate Degree from an accredited university as documented on an official transcript from the university.
- Hold the position of classroom teacher with a course assignment in a field related to the Doctorate Degree.

### Bilingual (Spanish) Certification/Assignment

- Hold a valid, Texas teacher certification in the area of bilingual education.
- Hold a position as a classroom teacher of record for a course specifically designated for the implementation of the District's bilingual instructional program.

### Certified Academic Language Therapist (CALT) Certification/Assignment

- Hold a valid CALT certification.
- Hold a position as a Dyslexia interventionist, providing and monitoring dyslexia services.