



**Phone:** 713-688-1361

**Website:** [www.houstonisd.org/waltrip](http://www.houstonisd.org/waltrip)

**Instructor:** Coach Burriss

**Email:** [rburriss@houstonisd.org](mailto:rburriss@houstonisd.org)

**Room:** 1302 **Content:** Science

**Tutorials:** Monday-Friday 7:30-8:20

**Conference:** 1st period/7<sup>th</sup> period Head  
Baseball/Football receivers coach

**Objectives:** To develop, and provide accommodations to promote higher academic expectations in the manner that is most applicable for all students.

- Ensure that students with disabilities are provided a general education curriculum and extra-curricular activities in the regular education setting to the maximum extent possible.
- Ensure compliance with state and federal regulations regarding students' annual IEP reviews, re-evaluation procedures, and periodic program updates
- Using state and federal guidelines to maintain timely procedures for the identification processes for students suspected of having disabilities
- Promote collaborative practices across educational settings between regular staff, special educators and related service providers
- Maintain a constant effort towards continued staff development on current educational trends and educational issues
- Support and facilitate student/parent involvement/participation in the special education process
- Ensure participation in and dissemination of information concerning the transition process for students with disabilities and their parents
- Determine different Graduation Plans, Endorsements, and classes needed for all students.
- Print/Review most recent Transcripts/Report Cards for Caseload to develop graduation plans
- Monitor Grades, Conduct, & Attendance on a Weekly/Daily Basis
- Review Progress Reports prior to Report Cards to help prevent any student falling behind.
- Conduct and complete all ARD Paperwork on EasyIEP
- Schedule and conduct meetings in regards to Annual ARDS, Failure ARDs, Reevaluations, and any other school related concern.
- As a Case Managers, I will handle all telephone calls to parents of students in regards to attendance, conduct, and grades.

- Update Goals/Objectives in EasyIEP for your Caseload at the end of every 6 Weeks Report Card Grading Cycle
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