Phone: 713-688-1361  Website: www.houstonisd.org/waltrip

Instructor: Coach Burriss  
Email: rburriss@houstonisd.org

Room: 1302  Content: Science

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

Conference: 1st period/7th 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, 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