



Job Title: Assistant Director, Program Compliance

Department: Exceptional Student Support Services
Reports To: Directors of Elementary and Secondary ESS
Grade: EG-7
Number of Days: 12 months
Overtime Status: Exempt
Last Revised Date: April 19, 2019

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: The Assistant Director of Program Compliance will oversee the district's foundational compliance and content policies, procedures, and processes as directed by IDEA.

Minimum Qualifications:

- Master's degree in special education preferred
- Current Oklahoma principal certification
- Five (5) years' experience in a district leadership role for students with disabilities

- Three (3) years' classroom teaching experience in special education

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Good attendance
- Supervise data and reporting processes for sites, the district, and state
- Reporting OSDE-SES Child Count and state report
- Attend professional development pertaining to compliance and reporting within the state and out of state if needed
- Prepare audits and desk top reviews of foundational compliance at sites with team
- Create and implement action plans based on compliance and content audit data for sites and individual certified staff
- Create and deliver quality adult learning for ESS compliance and monitor specialists
- Create and deliver quality adult learning opportunities for ESS specialists
- Create communications and process pathways for district sites for compliance and content of IEPs
- Implement core values within the team to create a positive culture for work
- Implement core values as a leader to create positive relationships within the larger system
- Maintain professionalism at all times in all situations
- Make recommendations that will ensure FAPE for every student
- Stay current with case law regarding IDEA
- Remain confidential in all areas of the position
- Team participation in staffing of 1:1 paraprofessionals, and allocations for ESS certified staff
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, and or services with this position as assigned

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Proficiency in spreadsheet applications such as MS Excel and Google Sheets is required
- Proficiency in presentation tools such as MS PowerPoint and Google Slides is required
- Ability to communicate research findings to a wide array of audiences
- Ability to create simple, clear, accurate, and actionable visualized data for use by school-based teams
- Ability to work well in a fast paced and collaborative environment
- Strong planning and organizational skills
- Ability to prioritize and manage multiple tasks simultaneously
- Ability to maintain oversight of delegated projects, follow-up, and coordinate with external services; set and manage deadlines and "manage up" to obtain information and approval

Supervisory Responsibilities:

- Elementary ESS Specialists

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Must be mobile in order to attend events and meetings outside of regular work hours
- Normal effort of occasional periods of light physical activity

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.