



Job Title: Special Education Area Coordinator

Department: Exceptional Student Support Services

Reports To: Lead Special Education Coordinator

Grade: EG-05

Number of Days: 200

Security Access: Education Service Center

Overtime Status: Exempt

Last Revised Date: March 6, 2014

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 Special Education Area Coordinator is responsible for the implementation of district policies and procedures in compliance with IDEA indicators from the Department of Special Education and Student Services. This coordinator will assist principals and school leadership teams in the identification and development of sound instructional strategies designed to increase the educational performance of students on IEPs in order that they may be college and career ready.

Minimum Qualifications:**Education:**

- Master's Degree

Specialized Knowledge, Licenses, etc.:

- Oklahoma certification in an area of special education and administrative certification

Experience:

- Five years minimum teaching/administrative experience in Special Education

Other:

- Ability to work in a cooperative environment, build team relationships, self-manage time and possess knowledge of District mission, vision and goals
- Be supportive of systemic improvement initiatives and provide models for performance outcomes
- Reliable source of transportation during work hours
- Must be accessible by phone and/or email throughout the workday

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.

- Is capable of working with multiple stakeholders in a complex system
- Maintains a positive working relationship with every stakeholder
- Communicates effectively orally and in writing
- Oversees and manages all legal issues/cases/due-processes in order to protect the district from litigation
- Monitors school site level and individual student data to drive training and recommendations that will ensure FAPE
- Collaborates with school site teams to determine appropriate placements and least restrictive environments for students with special needs
- Establishes a plan to improve each assigned school's rate of IDEA compliance
- Utilizes advanced mediation and critical conversation skills necessary in order to resolve teacher and parent concerns in an efficient and effective manner
- Promotes an environment where special education personnel are actively visible and accessible to site administration, faculty, and staff
- Monitors the performance of the school team in delivering quality services to students with disabilities
- Advocates for the needs of students with disabilities at all times in a professional and appropriate manner
- Responsible for the monitoring of instructional and support services provided within assigned schools to ensure they are of the highest quality and provided in accordance with IEP's
- Serves as a resource to district administrators/leadership and schools in the development of a full continuum of special education services in order to meet the needs of all students
- Communicates, collaborates and coordinates to ensure that timelines are adhered to in the identification and IEP development process of eligible students

- Uses organizational strategies to build a comprehensive approach for special services at each school site
- Monitors school assigned allocations to ensure appropriate and efficient use of all assigned resources
- Communicates frequently with the director regarding concerns and issues at the assigned schools
- Serves as a liaison between schools, administrators, parents, and community stakeholders to connect services with the needs of students
- Manages area coordinator's budget to provide necessary materials for special education classrooms
- Supports the principal in the achievement of district initiatives
- Collaborates with principals and school leadership teams to advance district initiatives, K-12
- Designs and implements professional training modules for school staff
- Provides leadership to school staff on school improvement practices
- Implements training for teachers on district initiatives including best practices in school improvement and implementation/compliance with IDEA requirements
- Collaborates on curriculum development centered on the district school improvement initiatives
- Collaborates on curriculum mapping and development of embedded strategies for differentiated instruction for special needs students
- Facilitates the implementation of researched-based instructional practices
- Utilizes and promotes technology at the district and site levels
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

Supervisory Responsibilities:

- This role does not directly supervise any individuals

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

- Standard office environment

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.