



Job Title: Coordinator of Data and Reporting

Department: Exceptional Student Support Services
Reports To: Executive Director of Exceptional Student Support Services
Grade: EG-05
Number of Days: 12 Months
Security Access: Education Service Center
Current Date: July 1, 2017
Overtime Status: Exempt

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: Responsible for directing activities related to monitoring procedural requirements, conducting school audits, and self-monitoring upon request of the Executive Director of Special Education. Provide leadership in the development and periodic revision of Special Education Policy and Procedure Manual, and processing/reporting of parent complaints or due process proceedings.

Minimum Qualifications:

- Master's Degree in Special Education or education administration and Mild/Moderate or Severe Profound Certification
- Five years successful supervisory or administrative experience in special education in a K-12 Public education setting, specific experience in the interpretation and implementation of federal and state legislation and guidelines governing education and the IEP process.

Responsibilities and Essential Functions: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Plan and direct staff to conduct activities related to school special education monitoring and compliance process
- Collect, compile, analyze and report data according to district special education metrics and state district data report
- Query data to address specific informational requests at the discretion of the Executive Director of special education to accommodate the district's needs for data-driven decision making
- Create user friendly reports to assist stakeholders (central office and schools) in data-driven decision making and support staff in development of reports from custom student data
- Provide direction in conducting systemic audits and special investigations
- Direct the collection and analysis of audit documentation and preparation of audit reports
- Develop and revise the Tulsa Public Schools Companion Guide for special education guidance manual
- Direct compliance related activities for the office of special education
- Supervise Oklahoma Compliant corrective action planning
- Supervise complaint process including investigation, resolution and response
- Define strategic direction for area of responsibility, and assists in developing recommendations for strategic long-term goals related to assigned area of responsibility
- Participate in special projects conducted by TPS for the improvement of special education at the school level or system-wide
- Serve on department or system-wide committees
- Manage assigned staff in the development, design, review, implementation and periodic evaluation of projects and plans and strategies to support the achievement of goals and objective
- Provides appropriate supervision, mentoring and professional growth and development and implementation of professional growth plans
- Perform other tasks, duties, or services consistent with this position as assigned

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

- Proficient in the use of technical computer applications including, but not limited to MS Office and database development and navigation
- Documented experience and participation in the IEP process, strong interpersonal and leadership skills that ensure productive interaction and effective team building
- Excellent oral and written communication and presentation skills
- Ability to use public relations, interpersonal, organizational, leadership and supervisory skills for the successful implementation of special education monitoring

Supervisory Responsibility:

- None.

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 talent, skills and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.