Job Title: Director of Secondary Exceptional Student Services

Department: Exceptional Students Support Services
Reports To: Executive Director of Exceptional Student Support Services
Grade: EG-10
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 Director of Secondary Exceptional Student Supports (ESS) serves in a leadership role to create, supervise, and manage programmatic and service supports for students with disabilities as identified under the Individual with Disabilities Act (IDEA). They will collaborate with the Director of Elementary Exceptional Student supports to manage priority planning that aligns with district priorities and encompasses talent, budget, and resources.
Minimum Qualifications:
- Master’s degree in administration (secondary-level preferred)
- Oklahoma teaching certification in mild/moderate disabilities preferred
- Minimum of three (3) years’ experience special education classroom
- Minimum of three (3) years’ experience as secondary-level site leader

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, dependability, and punctuality
- Provide systemic leadership of site-based resources, programs, and budgets to serve ESS students
- Work collaboratively with ESS department and district leadership in short and long-term priority planning to identify Objectives and Key Results (OKR)
- Lead in implementation of priority plans for ESS department
- Support sites in implementation of priority planning
- Critical analysis of data to identify gaps and determine next steps in serving student with disabilities
- Utilize critical and professional communication skills necessary to maneuver and resolve concerns and conflicts within all aspects of a district leadership position
- Collaborate in cross-functional teams to create systems of support for ESS students
- Provide quality, innovative, current, research-based professional development for the ESS team and sites for continuous improvement aligned with priority planning and OKRs
- Complete and maintain all district, state, and federal reporting
- Professional and timely communication with State Department of Education
- Professional and timely communication with legal counsel
- Works effectively and cooperatively with others in a team environment
- 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.
- Instructional knowledge and expertise of PK3-12
- Knowledge and application of the following federal and state laws and offices: Individuals with Disabilities Act, American with Disabilities Act, Office for Civil Rights, U.S. Department of Education
- Ability to lead a team and create an effective and positive partnership with community and all stakeholders
- Strong data analysis to guide system thinking in cross-functional teams
- Demonstrate cultural competence and equitable practices for all students and staff
- Lead with the belief and knowledge of high expectations for all
- Ability to lead equity conversations with team
- Exemplify excellent customer service to all stakeholders
- Proven ability to lead in the professional growth of team members
- Establish clear high expectations for deliverables and deadlines
- Build capacity of others for career advancement
Supervisory Responsibility (in coordination with Director of Elementary ESS):

- District ESS coordinators
- Related service supervisors
- Secondary ESS specialist
- ESS support staff

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.