



**Job Title:** Director of Site Based Special Educational Services

**Department:** Special Education  
**Reports To:** Executive Director of Special Education  
**Grade:** BG-10  
**Number of Days:** 12 Months  
**Security Access:** All school sites and the Education Service Center  
**Overtime Status:** Exempt  
**Last Revised Date:** May 10, 2017

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**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 position of director of site-based special education services will serve as the direct coordinator of special education services at the alternative sites. The director will directly supervise the special education coordinators and lead professional development endeavors related to special education. The director will directly supervise the instructional coaches using the district measure for evaluation. The director will organize, support and guide schools on laws, regulations and district policies and procedures for students with disabilities. The director will create and maintain a library of promising practices for special programs and

co-teaching strategies to be used in the district. The director will be responsible for implementation of the strategic plan and hold staff accountable for deliverables.

**Minimum Qualifications:**

- Master's degree in mild/moderate disabilities
- Administrative certificate

**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.

- Develop a cohesive and responsive system of supports to schools
- Serve as the direct coordinator of special education services at the alternative sites
- Lead the scope of work of the network special education coordinators as well as professional development
- Supervise, mentor and coach the building coordinators and instructional coaches using the district measure for evaluation and related supports for professional growth
- Lead professional development activities to ensure high quality instruction is provided to all students
- Implement the strategic plan and associated accountability plan for deliverables
- Develop support strategies and promising practices for special education programs
- Display ability to work collaboratively with others on a team
- 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.

*Strategic management:*

- Ability to translate strategy into actionable plans and timelines, and drives effective allocation of resources
- Draw insight from multiple sources to shape vision and strategy
- Apply multiple techniques to develop solutions for department
- Ensure environment encourages innovation and creativity
- Evaluate solutions with a focus on scale and sustainability
- Recommend course of action for organizational decisions informed by research, data and constituent perspectives
- Make timely departmental decisions, consider implications and ensure effective execution
- Ability to develop project management processes and coach staff on using said processes effectively
- Understand and anticipate cross-functional implications of departmental decisions
- Make financial decisions and allocate resources to meet department-level goals

*Effective teaming:*

- Develop talent by coaching and providing stretch opportunities
- Provide effective feedback so individuals and teams can improve
- Mentor peers and direct reports to achieve full potential

- Promote value of diversity and inclusion across the organization and department
- Ensure that perspectives from within organization and from constituent groups are reflected in decision making and planning
- Mediate complex conflicts and coaches others to mediate
- Provide appropriate support to encourage teams and individuals to raise issues in service of student impact and organizational effectiveness

*Self-management:*

- Facilitate a departmental culture that promotes reflecting on results, identifying challenges and sharing mistakes made
- Perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- Ability to communicate effectively across mediums to a range of internal and external audiences
- Ability to be a team player and collaborate with others across the organization
- Ability to work with ambiguity in a complex and dynamic environment
- Strong verbal and written communication skills
- Ability to continuously seek to learn from leaders, departments and teams throughout the organization to improve
- Adept at creating a trusting departmental culture that empowers and support team leaders to own decisions experiment and take risks
- Ability to maintain confidentiality in all aspects of the job
- Proficiency in Microsoft Office products (Word, Excel, PowerPoint, Outlook)
- High comfort level with technology and the ability to troubleshoot issues and adept at learning new programs/platforms/applications quickly

**Supervisory Responsibility:**

- Directly supervise coordinators and instructional coaches

**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.*