



Job Title: Director of Student and Family Advocacy

Department: Student and Family Support Services

Reports To: Executive Director of Student and Family Support Services

Grade: BG-11

Number of Days: 12 Months

Security Access: District

Overtime Status: Exempt

Last Revised Date: April 12, 2016

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: Student and Family Support Services provides data driven, multi-tiered prevention and intervention services for students, schools, and families to address the social, emotional, behavioral, health, and safety needs of all students. The Director of Student and Family Advocacy will provide direction and leadership for the administration and coordination of student discipline support services to ensure a safe, disciplined learning environment. This position plays an integral part in providing a service-oriented relationship with students, parents, and district staff, ensuring the smooth and efficient operation of the department.

Minimum Qualifications:**Education:**

- Master's degree in school leadership, counseling, social work, or related field

Specialized Knowledge, Licenses, etc.:

- Oklahoma principal's certificate

Experience:

- Five years' experience in direct service with youth, teaching, or related experience
- Previous experience in a large, public school setting working with student discipline; preferred urban, Title I schools

Specific Training/Skills:

- Thorough knowledge of Federal, State, and District laws, policies, procedures, and best practices regarding student discipline

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.

- Direct the planning, development, implementation, and evaluation of a safe, disciplined school environment
- Plan and direct a districtwide discipline management plan and establish guidelines and procedures
- Review and resolve parent concerns with principals, special education coordinator, counselors, and other district staff
- Answer community questions and resolve stakeholder concerns
- Oversee and facilitate the student discipline review process and district and hearings, including working with discipline support services assistant to preparation of all notifications and/or correspondence to students, parents, advisors, district, and Board
- Prepare and presents cases and recommendations of administration in the suspension reviews
- Oversee placement and/or referral of students to alternative placements and out-of-school suspensions
- Work with district attorneys on appeals and other matters as needed
- Oversees transition plan process for students placed from long-term suspension or expulsion and alternative school placements
- Maintain membership on district-level committees and consults with collaborative parties
- Serve as resource to district, schools, parents, and students regarding student discipline
- Oversee the preparation of district, state, and federal discipline reposts
- Supervise and evaluates discipline support administrative assistant
- Work cooperatively with community agencies and departments at local and state level.
- 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.

- Ability to apply critical thinking skills in rendering solutions to various issues

- Ability to facilitate collaborative team processes across disciplines
- Proven ability in the development, design, implementation and facilitation of training workshops
- Strong organizational and planning skills
- Ability to communicate effectively and efficiently in a variety of settings, including public speaking
- Perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situation
- Ability to lead the development of continuous improvement and ability to facilitate results-based decision making

Supervisory Responsibility:

- Supervises Discipline Support Services Assistant

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.