



Job Title: ESS Autism Specialist/Program Developer
Department: Exceptional Students Support Services
Reports To: Executive Director of Exceptional Student Support Services
Grade: EG-3
Number of Days: Varies
Current Date: April 19, 2019
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: The ESS Autism Specialist/Program Developer will support students, teachers, paraprofessionals, and the administration of skills-based classrooms. The Autism Specialist/Program Developer will develop and oversee effective implementation of curriculum, data analysis, and behavior management in skills-based classrooms. The Autism Specialist/Program Developer will develop and provide on-site and district-wide professional development opportunities.

Minimum Qualifications:

- Demonstrated expertise in autism spectrum disorders
- Direct experience in autism-specific program development and implementation

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Assess students for initial identification for Least Restrictive Environment (LRE)
- Provide professional development and modeling of assessment practices, data tracking, and data analysis for teachers and instructional assistants to drive instruction and behavior management
- Develop and implement skills-based classrooms across the district
- Develop hands-on, multisensory curriculum including student and teacher materials and resources
- Provide professional development and modeling of curriculum implementation for teachers and instructional assistant
- Oversee implementation of social skills direct instruction
- Manage inclusionary practices for students transitioning from a skills-based classroom into a general education setting
- Develop and maintain parent relations and involvement to include home-school communication, workshops, and parent advisory committee
- Ongoing curriculum development for skills-based classrooms
- Align curriculum with Oklahoma Academic Standards, district expectations, and student Individualized Education Plan needs
- Serves as a resource to district administration and leadership
- Create and utilize targeted professional development and on-site training to build capacity for teacher and paraprofessional autonomy
- Develop strategies and continued action planning to implement district-wide, skills-based classrooms for elementary and secondary sites
- Collaborate with key stakeholders to advance ESS initiatives in skills-based classrooms
- Oversee compliance of excellence indicators which include: environment, communication, instruction, behavior, social skills, instructional assistants, and safety
- Utilize excellence indicators to determine effectiveness of skills-based classrooms
- Conduct focus groups for continued data collection and feedback
- Works effectively and cooperatively with others in a team environment
- Perform other tasks, duties, or services consistent with this position as assigned

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.