



**Job Title:** ESS Site Specialist

**Department:** Exceptional Students Support Services

**Reports To:** Directors of Elementary and/or Secondary ESS

**Grade:** Teacher salary schedule + 24 days

**Number of Days:** 200

**Overtime Status:** Exempt

**Last Revised Date:** April 19, 2019

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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 Exceptional Student Supports Site Specialist is responsible for the direct oversight of special education services, resources, and compliance for school networks.

**Minimum Qualifications:**

- Master's degree
- Oklahoma teaching certification in special education
- Minimum three (3) years' teaching experience in special education
- Administrative or lead teacher experience preferred

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

- Maintain a positive working relationship with every stakeholder
- Good attendance, dependability, and punctuality
- Effective verbal and written communication skills
- Monitor school site-level and individual student data to drive training and recommendations that will ensure FAPE
- Facilitate training for teachers on district initiatives including best practices in classroom instruction, compliance with IDEA requirements, and implementation of the EdPlan platform
- Stay current with latest case law regarding IDEA
- Communicate, collaborate, and coordinate to ensure adherence to timelines in the identification and IEP development process for eligible students
- Collaborate with school site teams to determine appropriate placements and least restrictive environments for students with special needs
- Promote an environment where special education personnel are actively visible and accessible to site administration, faculty, and staff
- Utilize organization strategies to build a comprehensive approach for special services for each assigned school site
- Ability to maintain confidentiality in all aspects of the job
- Effectively collaborate and communicate with the ESS director, instructional leadership directors (ILDs), ESS coordinators, and district leadership
- 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.*