



**Job Title:** School Psychology Team Specialist

**Department:** Special Education  
**Reports To:** Lead Psychologist  
**Grade:** Teachers' Salary Schedule  
**Number of Days:** Teachers' Schedule + 17 Days  
**Security Access:** None  
**Overtime Status:** Exempt  
**Last Revised Date:** February 26, 2014

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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:** Provide expertise and support in collaborating with teams when making eligibility determinations, programming decisions and special education supports. Team Specialists would serve as a "link" to various Special Education Administrators. Services will be provided in a variety of school settings ranging from preschool to high school.

**Minimum Qualifications:**

- Master's Degree in School Psychology or a related field
- State or National certification as a service provider in the area of School Psychology
- A minimum of three years' experience in area of Specialization

**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.

- Research and update School Psychology district practices (intervention and assessment) in the area of Specialization
- Annually update School Psychology District Procedures
- Provide District-Wide Training in the area of Specialization to support improved progress for special education children and pre-referral intervention supports
- Serve on a Weekly Case Review Committee utilized by the School Psychology and Special Education Staff
- Monitor eligibility compliance for state and federal Special Education requirement timelines
- Assist other School Psychologists as needed
- Collaborate with school staff, parents and outside agencies to assure students with disabilities are being provided appropriate special education programming
- 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.

- Possess the skills and abilities of a School Psychologist as indicated by School Psychology Job Description
- Ability to efficiently multi-task and serve assigned site(s), school(s) or program(s) and fulfill the extended duties of a Team Specialist
- Ability to design and present staff training using PowerPoint
- Possess the skills to utilize an iPad to update the School Psychology manual
- Possess the skills to utilize and train new tools on the iPad for School Psychologists
- Effective oral communication skills to present trainings to groups of individuals
- Ability to integrate federal guidelines and district policies and procedures in making eligibility determinations
- The ability to utilize technology to research updated assessment and practices in School Psychology
- The ability to maintain an efficient schedule in order to participate in a weekly Case Review Committee
- The ability to collaboratively determine assessment, eligibility and programming needs of children

**Supervisory Responsibilities:**

- This role does not directly supervise any individuals

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Standard school/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.*