



**Job Title: Director of Special Education Related Services and Behavioral Health**

**Department:** Special Education  
**Reports To:** Director of Site-Based Special Education Services  
**Grade:** BG-10  
**Number of Days:** 12 Months  
**Security Access:** Education Service Center  
**Current Date:** May 3, 2017  
**Overtime Status:** Exempt

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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 work of the school psychology and related service team should be a cohesive group deployed to schools for the service of students and teachers. The director of related service and behavioral health will lead the work of developing a school-responsive team of psychologists, psychometricians and related service individuals who are site-based and available for students and staff. The role of the director is to directly supervise psychology staff

and related service staff in proper and up-to-date practice in accordance with IDEA and the latest research on student support services.

**Minimum Qualifications:**

- Master's degree in school psychology/psychology
- Principal's certification either elementary, middle-level or secondary

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

- Supervise, mentor and coach assigned school psychologists/psychometrists; responsible for the annual evaluation of school psychology/psychometry staff consistent with the district evaluation model
- Lead professional development activities to ensure high quality instruction is provided to all students
- Responsible for compiling quarterly and annual data reports of status of referrals and assessments
- Provide technical assistance and supervision of school psychologists/psychometrists as they perform assigned child study team responsibilities
- Ensure that assigned staff follow established procedures for submitting Medicaid billing requirements
- Responsible for ensuring that all assessment kits and protocols are current, valid and reliable to meet the identified assessments needs of the district
- Attend district, department, staff, professional and interagency meetings when required
- Fill in when needed to provide psychology services for a building in the event of an absence
- Lead the related services team in site-based services and directly supervise the related service 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:**

- School psychology team and related service professionals

**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 talent, skills and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.

