



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Coordinator of Special Education Special Programs

Reports to: Executive Director of Special Education and Student Services
Department: Special Education and Student Services
Number of Days: 12 Months
Compensation: EL - 2
Overtime Status: Exempt
Date Job Revised: June 25, 2008

Position Summary: Responsible for providing administrative oversight in the implementation of Policies and Procedures from the Office of Special Education and Student Services within specialized facilities which require that TPS provides special education services (this also covers schools operating under a charter with TPS), by coordinating facility teams in the identification of students with disabilities through the supervision of related service personnel assigned to implement the Child Find provision of IDEA 2004; ensure facilities, in a timely manner consistent with policies, develop and implement IEPs for each student so eligible; work with assigned behavior coach to effect the smooth transitions of students exiting facilities and returning to TPS schools or assist in the transmittal of information to other school districts when students exit a facility and move to a district other than TPS; liaison with community and governmental agencies charged with placing students within special facilities; evaluate education staff employed by TPS and assigned to special facilities on an annual basis consistent with policies; work with assigned facilities to assist them in maintaining compliance with IDEA indicators at the 97% level or higher; assist the Executive Director of Special Education and Student Services in the completion of IDEA Due Process proceedings; and related duties as assigned.

Qualifications/Job Requirements:

Education:

- Master's Degree in Special Education or closely related field/

Specialized Knowledge, Licenses, etc:

- Must possess an administrative endorsement as a principal in the State of Oklahoma.
- Must have completed stated training for evaluation of certified and support personnel.
- Must possess, at a minimum, a mild/moderate special education teaching endorsement.

Experience:

- Three (3) years successful special education teaching experience.
- Preference of administrative experience in special education and/or general education is desired but not required.

Specific Training/Skills:

- Must be able to demonstrate an understanding of the legal requirements of an IEP and the MEEGS process as outlined in Oklahoma.
- Must have a working knowledge of IDEA 2004
- Must be proficient in the use of a computer, data bases, excel, word, etc.
- Excellent written and oral presentation skills required.
- Must be skilled in conflict management.
- Must be able to work in a high stress environment while implementing change routinely
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Physical Requirements (If Applicable):

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Other:

- Possession of Oklahoma certification in the areas of vision, deaf highly desirable.
- Proficiency in Spanish translation or and written highly desirable.

Scope of Authority (If Applicable):

- Provides program supervision to assigned facilities.

- Completes annual performance evaluation of assigned teachers, registrars, school psychologist and speech therapist assigned.

Customer Contacts:

- Internal: Principals, special education teachers, paraprofessionals, parents of students with disabilities, support staff.
- External: Community service agencies, State and local Department of Human Services, mental health agencies and private school providers.

Duties and Responsibilities:

- Responsible for working directly with administrators(s) of facilities to ensure that the requirements as specified within annual contract with TPS are fully implemented.
- Responsible for the monitoring of instructional and support services provided within assigned Facility to ensure that they are of the highest quality and provided in accordance with IEPs.
- Responsible for working directly with administrators(s) of facilities to increase the quality of services provided to students with disabilities when said services are not of the highest quality.
- Responsible for the monitoring of staff utilization for the provision of special education services within assigned facilities to ensure that allocated resources are being fully used as allocated.
- Responsible for ensuring that all records of attendance, grades, transcripts, etc. are completed and filed in a consistent with District policy.
- Responsible for ensuring that assigned facilities exceed the 97% compliance rate as determined by the Office in adherence to IDEA requirements
- Clearly establish a plan for improvement for each facility that cannot maintain a 97% compliance rate of higher within assigned area.
- Be highly visible within each of assigned facilities, on a monthly basis, so that you may have first hand knowledge of the performance of the team in delivering quality services.
- Responsible for resolving parent/guardian complaints in an efficient and effective manner.
- Serve as a member of the Executive Director's Leadership Team and attend required meetings when called.
- Maintain positive working relationships with community agencies.
- Responsible for monitoring the completion of the OAAP portfolio and/or other State required assessments of students in assigned facilities.
- Advocate for the needs of students with disabilities at all times in a professional and appropriate manner.
- Participate in the delivery of staff development projects and responsibilities as assigned.
- Communicate frequently and directly with the Executive Director regarding potential problems or issues which require immediate attention in a proactive manner.
- Responsible for assisting administration prepare for and participate in a due process hearing filed by patron within assigned facilities or upon assignment by the Executive Director of Special Education and Student Services.
- Other duties as assigned.