



Job Title: Special Education Technology Supervisor

Department: Special Education
Reports To: Data Self-Monitoring and Compliance Coordinator
Grade: CA-15
Number of Days: 12 Months
Security Access: Education Service Center
Current Date: November 21, 2016
Overtime Status: Non-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: Ensure the daily operation, record retrieval and data integrity on systems utilized by the Special Education Department. Ensure data is transitted across all systems in a timely and efficient process.

Minimum Qualifications:

- High School Diploma or Equivalent.
- Five years computer systems and/or data base experience.

Responsibilities and Essential Functions: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Responsible for creating or modifying procedures for the daily operation of the EdPlan program, data storage, data retrieval, reporting requirements and all related systems as established by the Office of Special Education
- Ensure data integrity of all special education systems by developing and maintaining the security access for all users.
- As liaison to TPS IT, create and maintain a method of data transfer between the special education software and the TPS student information system to streamline data access to users.
- Responsible for the development and implementation of a plan to move the Office of Special Education to paperless data storage.
- Review special ed paperwork to ensure compliance, ensure information is updated all systems in a timely fashion.
- Responsible for creating and maintaining special education physical record storage, maintenance and retrieval system.
- Provide support and EdPlan training to TPS personnel.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Extensive knowledge of Microsoft products, computer systems, Information Technology, data base concepts and implementation of these systems.
- Act as the liaison between the Special Education Department and TPS IT.
- Ability to research new products, make recommendations and provide training on new products.

Supervisory Responsibility:

- None

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

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 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.