



Job Description

Job Title: Instructional Specialist of Developmental Disabilities

Reports to: Assistant Superintendent of Special Education and Student Services
Department: Special Education and Student Services
Number of Days: 183 Days
Compensation: Teachers' Salary Schedule + \$1,831 Stipend
Overtime Status: Exempt
Date Job Revised: January 18, 2008

Position Summary: Responsible for the completion of transition staffing (IEPs) for children with developmental disabilities from Sooner Start into TPS. Responsible for the development, implementation and monitoring of IEPs and consistency of services provided within TPS and CAP programs serving three- and four-year-old students with disabilities. Responsible for the development of district-wide staff development programs for any personnel who work with children with developmental disabilities. Routinely audits services provided to all three- and four-year-old students in TPS and CAP to determine that the quality of services provided is of the highest quality possible. Communicates and coordinates services with parents, school staff, and public agencies, as required, consistent with the expectations established by the Department.

Qualifications/Job Requirements:

Education:

- Bachelors Degree in Education with a special education and/or early childhood emphasis desired

Specialized Knowledge, Licenses, etc:

- Must currently possess two or more endorsements in the area of special education and be eligible to be certified as a Mild/Moderate teacher in the state of Oklahoma.
- Early Childhood endorsement is highly desirable.

Experience:

- 3 years successful special education teaching experience.

Specific Training/Skills:

- Must be able to demonstrate an understanding of the legal requirements of an IEP and the MEETS 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.

Physical Requirements (If Applicable):

- Must be able to complete training in MANDT which requires ability to demonstrate models of physical restraining.

Other:

- Proficiency in Spanish translation, or and written highly desirable.

Scope of Authority (If Applicable):

- Keep Area Special Education Coordinators apprised of all issues related to personnel performance in relationship to assigned itinerant DD staff and paraprofessionals. Under the direction of the assigned area special education coordinator, provides technical assistance, when requested.

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 the monitoring of instructional and support services provided to students with developmental delays assigned to CAP programs or in TPS schools to ensure that they are of the highest quality and provided in accordance with IEPs.
- Responsible for working directly with leadership of CAP and principal(s) of TPS schools to increase the quality of services provided to students with disabilities when said services are not of the highest quality.
- Responsible for conducting transition staffing of students leaving Sooner Start and entering TPS services at age 3 and when students transition into 4-year-old programs or kindergarten within TPS. This includes the preparation of IEPs, the determination of the location in which the student will be served and the coordination of services to be provided to the student, including arranging transportation.
- Responsible for completion of monthly status report of services provided to students with disabilities.
- Responsible for assisting the Assistant Superintendent of Special Education and Student Services in the collection of data to prepare state/locally required reports.
- Responsible for the monitoring of staff utilization for the provision of special education services within assigned buildings to ensure that allocated resources are being fully used as allocated.
- Responsible for monitoring that each assigned DD teacher and DD paraprofessional meets the requirements for HOUSSSE and state training per OSDE.
- Be highly visible within each of assigned schools on a monthly basis so that they may have first-hand knowledge of the performance of the team in delivering quality services.
- Responsible for resolving parent's complaints in an efficient and effective manner.
- Serve as a member of the Assistant Superintendent for Special Education and Student Services' leadership team and attend required meetings.
- Maintain positive working relationships with community agencies.
- 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.
- Other duties as assigned