



# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

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## Job Description

### **Job Title: Assistant Director, Special Education**

**Reports to:** Executive Director of Special Education and Student Services  
**Department:** Department of Special Education  
**Number of Days:** 12 Months  
**Compensation:** EL-6  
**Overtime Status:** Exempt  
**Date Job Revised:** July 20, 2009

**Position Summary:** Supervision, monitoring, evaluation and realignment of a comprehensive special education service delivery system serving children with disabilities ages three to twenty-one. Provides technical and program assistance to department/school staff regarding the full implementation of IDEA/504. Responsible for ensuring that special education services provided within the district are of the highest quality within the least restrictive environment. As a member of an administrative team the Director routinely engages in effective collaboration, communication and cooperation in the accomplishment of stated Department/District goals with all stakeholders. Is responsible for the day to day supervision and annual evaluation of assigned staff. Shall strive to resolve conflict situations with staff, parents, and advocates at the lowest administrative level through effective communication and problem resolution skills

#### **Qualifications/Job Requirements:**

##### **Education:**

- Current Oklahoma Certification as an Administrator
- Current Oklahoma Teaching Certification as a special education teacher
- Masters degree required., Doctorate in special education, administration or closely related field preferred

##### **Experience:**

- Administrative and/or supervisory experience within special education or related discipline preferred
- Proven record in leading, developing, and monitoring special education programs

##### **Other:**

- Must be able to demonstrate possession of a comprehensive working knowledge of the complexities of the administrative, regulatory and legal implication of IDEA/504 and related court cases.
- Demonstrate successful ability to resolve federal complaint and due process hearing in such a manner as to reduce risk of litigation to the district in an effective and efficient manner.
- Possess detailed knowledge of the instructional and program service delivery issues related to all thirteen areas of special education disabilities.
- Ability to evaluate staff in accordance with Oklahoma rules and regulations governing evaluation of teachers/staff. Completion of evaluator training offered by the Oklahoma Department of Education is mandatory.
- Ability to balance multiple projects within a data driven accountability environment.
- Demonstrate effective oral and written communication skills through the design and present staff development training using PowerPoint, Excel and/or other media tools.
- Ability to consistently implement district established special education policies and procedures and translate established Department and District goals into every day work activities.
- Computer skills including but not limited to Word Perfect, PowerPoint, Excel, and State approved Special Education Automated Software (SEAS).
- Ability to work cooperatively and collaboratively with others.

- Ability to maintain confidential information consistent with stated Department of Special Education office norms.

**Duties and Responsibilities:**

- Liaison with department/school staff to ensure that special education services provided within assigned schools are of the highest quality and in compliance with all applicable state and federal legal requirements. Identifies, recommends and documents compliance on corrective actions required to correct program deficiencies with respective building administrators and /or staff within assigned schools.
- Responsible for the supervision and evaluation of assigned coordinators, supervisors, program specialist and office staff.
- Design, implement, supervise and evaluate the effectiveness of Extended School Year services to children with disabilities.
- Designated lead team member in the resolution of all federal formal complaint and/or request for due process hearing. Shall delegate such task as required to prepare these cases for final resolution.
- Maintains strong working relationships with the special education department of the Oklahoma Department of Education
- Responsible for working with department staff to establish routine special education department chair meetings designed to identify and resolve issues related to policy implementation, policy interpretation and review, needs assessments related to the comprehensive service delivery system and staff development needs.
- Responsible for working with staff to identify and implement staff development training sessions for special education staff on the 504 process, Child Study Team process, MEETS process, ESY and the IEP process.
- Demonstrates a thorough knowledge of written TPS special education policies and procedures
- Responsible for working with department staff to implement and maintain the State Approved Special Education Automated Software (SEAS).