



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Assistant Superintendent for Special Education and Student Services

Reports to: Chief Academic Officer
Department: Division of Teaching and Learning, Department of Special Education and Student Services
Number of Days: 12 Months
Compensation: EL 8
Overtime Status: Exempt
Date Job Revised: January 14, 2008

Position Summary: Responsible for the development and implementation of a comprehensive system to provide services to all eligible children and families as required by the Individual with Disabilities Education Act. Responsible for the recommendations of staffing from both unrestricted and restricted funds available to implement the services required by students on IEP/504 plans. Responsible for the oversight of data collection and reporting procedures required to demonstrate that the District is in compliance with the state-established performance criteria for special education. At all times, serve as an advocate of children with disabilities in the design and implementation of district-wide policies and procedures for the department. Responsible for developing and fostering positive working relationships with community agencies.

Qualifications/Job Requirements:

Education:

- Masters' degree in administration or closely related field.
- Doctorate in education with emphasis in Human Services or Special Education is preferred.

Specialized Knowledge, Licenses, etc:

- Oklahoma certification as a Superintendent is required, principal endorsement preferred.
- Endorsement as a Mild/Moderate certified special education teacher is required.

Experience:

- Minimum of three years successful teaching experience in special education is required.
- Minimum of three years experience as a principal is required.
- Minimum of five years of senior administrative and supervisory experience within special education or related position in a large public school.

Specific Training/Skills:

- Ability to monitor and evaluate service delivery systems of special education and 504.
- Budgetary experience with both restricted and unrestricted funds.
- Knowledge of federal and state laws governing special education.
- Ability to evaluate personnel.
- Ability to manage conflict with an emphasis upon finding solutions which advance the agenda of advocacy for children with disabilities.
- Working knowledge of quality performance monitoring systems.
- Proven record in leading a special education or related department

Scope of Authority (If Applicable):

- Responsible for establishing annual special education IDEA budget consistent with guidelines established by the District

Customer Contacts:

- Internal: All department heads and cabinet level staff
- External: Community organizations and parents

Duties and Responsibilities:

- Coordinate, monitor and plan, implement and evaluate the District's special education programs.

- Engage in continuous review of special education programs.
- Develop new programs to improve compliance and services.
- Participate in ongoing review of proposed programs to assess their effectiveness and alignment with current District efforts.
- Prepare contracts with other agencies for needed services.
- Oversee the preparation of local, state and/or federal mandated reports.
- Provide continuing training and professional development to keep teachers and staff current of changes in state and federal regulations for special education programs.
- Review records and procedures for compliance.
- Update and ensure implementation of District's Special Education Policies and Procedures manual.
- Supervise and coordinate the activities of coordinators, resource teachers, facilitators and coaches.
- Disseminate information regarding special education and legislation to Special Education and Student Services staff.
- Develop and issue annual staff allocation formulas to schools to ensure the implementation of special education services.
- Provide administrative oversight to the offices of Health Services and Gifted and Talented Services.
- Analyze statistical data for trends to develop and implement improvement within assigned areas of responsibility.
- Maintain a central tracking system regarding identification, evaluation and placement of students.