

# Superintendent's

**TULSA PUBLIC SCHOOLS**

**Keith Ballard, Ed.D.**  
Superintendent of Schools



# Bulletin

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[www.tulsaschools.org](http://www.tulsaschools.org)

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## Autism Training

**This training is mandatory for all teachers and support staff in pre-k through third grade.**

The Department of Special Education is offering required training on autism. The training stems from a bill passed by the Oklahoma legislature addressing a lack of qualified therapists and behavioral analysts. This training is mandatory for all teachers and support staff in pre-k through third grade. In order to comply with this new law, required educators must attend both parts one and two of these training sessions during the 2009-2010 school year.

Two in-service trainings are offered several times monthly during the school year—part one through December and both parts several times per month from January-May. These classes are designed to give teachers and support staff an overview of autism spectrum and how autistic students can be included in classroom activities.

Sign up through the DK system. The training sessions are conducted at Fulton from 3:30-4:30 p.m. Call Stephanie Orban at 746-6256 with any questions. Here are the dates:

### Part 1 Dates:

October 27, 28, 29

November 4, 10, 11, 12, 17, 18, 19

December 1, 2, 3, 8, 9, 10

January 12, 13, 14, 19, 20, 21, 26, 27, 28

### Part 2 Dates:

January 12, 13, 14, 19, 20, 21, 26, 27, 28

## DIBELS III Training

Tulsa Public Schools is offering no-cost DIBELS III training for district teachers. The classes are scheduled for Friday, November 13 from 5-8 p.m. and Saturday, November 14 from 8:30 a.m.-4 p.m. at Fulton. Pre-register through the DK system. The Oklahoma Department of Education is no longer offering these training sessions free of charge. These classes are one of the training courses approved for educators wishing to teach in the 2010 Reading Sufficiency Act Third Grade Summer Reading Academy. Contact Janice Sosa at 925-1192 for more information.

## Thank You

The Public Information staff encourages employees to pat each other on the back every once in a while. Your words of appreciation are occasionally featured in the Superintendent's Bulletin. This week's entry comes from Tommy Stewart, head custodian at Margaret Hudson and Adult Education.

He writes: "I would like to thank each and every one of you for your prayers and generosity during my illness. I really appreciate you for the donated sick days. Thank you, thank you."

## Flex Account Enrollment

Enrollment for the flexible spending accounts begins on October 26 and concludes November 27. Booklets with instructions for telephone enrollment will be delivered to your school or site.



Flex accounts are monies set aside on a pre-tax basis for out-of-pocket medical, dental and vision expenses as well as over-the-counter medications. Another type of flex account is for dependent day care.

## Calling all TPS Veterans and Their Supporters

Join us as we honor our veterans during Tulsa's annual Veterans Day Parade on November 11 beginning at noon. Contact David Greeno at 833-8079 or [greenda@tulsaschools.org](mailto:greenda@tulsaschools.org) for more information on how to participate.



## TPS to Expand Police Staffing, Outreach

Tulsa Public Schools is beefing up its police force after receiving a \$500,000 grant from the U.S. Department of Justice. The money will be used to hire four new full-time sworn officers for three years, fund additional training for law enforcement personnel and purchase giveaway items for community outreach events.

The grant is distributed by the COPS Safe Schools program.

## TPS Job Opportunities

Vacancies exist in the positions below. Those qualified and interested should submit an online application at [www.tulsaschools.org/tpshronline](http://www.tulsaschools.org/tpshronline) and resume within five working days (excluding holidays) of the date of this notice.

### Accountability Assistant (12 month)

**Reports to:** Director of Pupil Accounting and Accreditation

#### Minimum Qualifications:

- High school diploma or equivalent
- College credit or degree preferred
- Minimum 10 years recent and relevant public education experience
- Exceptional oral and written communication skills with internal and external customers
- Ability to work well under pressure and with tight deadlines
- Extensive skills using all computer programs
- Knowledge of school laws of Oklahoma and Tulsa Public Schools board policy

#### Duties and Responsibilities:

- Assist with daily operations of the student transfer process, including in-district and out-of-district transfers
- Assist with filing all state reports on open and emergency county transfers
- Assist with affidavits process
- Monitor out-of-boundary enrollments with the Boundary Control reports
- Assists with end-of-school checkout
- Complete any trend data reports as assigned
- Perform other accountability functions as needed

Compensation: CA - 5 hourly

Date of Notice: 10/26/09

### Autism Paraprofessional – Greeley Elementary

**Reports to:** Principal

#### Minimum Qualifications:

- 48 earned hours of credit from an accredited college or university or highly qualified by testing
- Mandt training
- State Registry training (reimbursed by TPS after successful completion)
- CPR/ First-Aid training
- Para class (TTC) plus eight hours of professional development to be completed by the end of the school year

#### Duties and Responsibilities:

- Monitor children
- Maintain confidentiality
- Protect and promote students rights to dignity, privacy and respect
- Establish a rapport with students to assist the teacher in creating a climate conducive to learning
- Use instructional objectives and lessons developed by the teacher to instruct individual students
- Reinforce lessons with small groups of students
- Assist with preparation of materials for use in specific instructional programs
- Perform other duties as assigned

Compensation: Grade 10

Date of Notice: 10/26/09

### ED Paraprofessional – Phillips Elementary (2 positions) and Hamilton Middle School

**Reports to:** Principal

#### Minimum Qualifications:

- 48 earned hours of credit from an accredited college or university or highly qualified by testing
- Mandt training
- State Registry training (reimbursed by TPS after successful completion)
- CPR/ First-Aid training
- Para class (TTC) plus eight hours of professional development to be completed by the end of the school year

#### Duties and Responsibilities:

- Monitor children
- Maintain confidentiality
- Protect and promote students rights to dignity, privacy and respect
- Establish a rapport with students to assist the teacher in creating a climate conducive to learning
- Use instructional objectives and lessons developed by the teacher to instruct individual students
- Reinforce lessons with small groups of students



- Assist with preparation of materials for use in specific instructional programs
- Perform other duties as assigned

Compensation: Grade 10  
Date of Notice: 10/26/09

**Journey person – Labor Shop (12 month)**

**Reports to:** Maintenance Manager

**Minimum Qualifications:**

- High school diploma or equivalent
- Must be a self-starter, highly motivated and have a positive attitude
- Ability to relate to management staff and other employees
- General knowledge or experience in all areas of job responsibilities
- Ability to work without direct supervision
- Ability to lift at least 50 pounds
- Desire to learn all phases of activity pertaining to department

**Duties and Responsibilities:**

- Lift and transport various items including, but not limited to, band instruments, furniture, books, gym equipment, etc. Some items will require team lifting.
- Sandblast graffiti from buildings as needed
- Coordinate with other shops as needed
- Report labor, cost and any pertinent information regarding all assigned work orders to foreperson daily
- Perform other tasks as assigned by supervisor

Compensation: MT - 07 hourly  
Date of Notice: 10/26/09

**Laborer**

**Reports to:** Grounds Manager

**Minimum Qualifications:**

- One year related work experience
- Must have and maintain a valid Oklahoma driver's license

**Duties and Responsibilities:**

- Mow grass
- Line trim around trees, walks, and other landscape features
- Prune shrubs and trees to shape and improve

- growth
- Remove damaged leaves, limbs, branches, and twigs to improve plant health
- Use mowers, tractors, and a variety of other hand powered landscape maintenance tools
- Perform general grounds maintenance including picking up litter, raking, removing leaves, cleaning fence line brush, and mulching trees
- Lift and move equipment and supplies
- Wear protective clothing as required by the work environment or government regulations
- Perform other duties as assigned by the grounds supervisor or manager

Compensation: MT- 04 hourly  
Date of Notice: 10/26/09

**Approved For Distribution**

- Booker T. Washington – Foundation for Excellence
- Charity Baptist Church – Trunk or Treat
- Christview Christian Church – Bethlehem Walk
- Evangelistic Temple – neewollah carnival
- Kerr PTA – Rummage Sale
- Nathan Hale High School – Hale-o-ween
- Sheridan Christian Center – Harvest Fest
- Thornton Family YMCA – Birthday Parties
- Thornton YMCA – Swim Lessons
- Trinity Christian Church – Fall Festival
- Tulsa Parks - Twilight Tee Party
- Tulsa Wesleyan Church – Pancake Breakfast

**October 27, 9:30 a.m.**

PTA Council Meeting  
ESC Selman Room



**October 29, 4 p.m.**

Volunteer Meeting for all  
Fulton Learning Academy Auditorium  
Speakers: Tenna Whitsel and Millard House

**November 2, 7 p.m.**

Board of Education Meeting  
ESC Selman Room

**November 7, 12 – 4 p.m.**

Magnet Fair  
Promenade Mall

*It is the policy of Tulsa Public Schools not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status or political affiliation in its education or employment programs and activities. For information, contact the Director of Compliance at (918) 746-6357.*