



**Job Title:** Strategic Support Specialist – ESS  
**Department:** Exceptional Student Support Service  
**Reports To:** Assistant Superintendent of Special Populations  
**Grade:** H-15 (\$18.89 - \$27.50)  
**Number of Days:** 12 Months  
**Security Access:** Enrollment Center  
**Overtime Status:** Non-Exempt / Hourly  
**Last Revised Date:** May 13, 2024  
**Oklahoma Teacher’s Retirement:** Optional Participation  
**Bargaining Unit:** AFT  
**Funding Source:** Grant Paid

**Mission:** Our students lead through literacy, are empowered through experience, and contribute to their community.

**Vision:** Tulsa Public Schools honors the diversity, creativity, and passion of our students, elevating every student to be designers of their destiny.

**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:** We know that our diversity is a community treasure, and we are committed to dismantling practices and systems that perpetuate inequalities, being actively anti-bias, anti-racist, and working toward justice and opportunity for all.
- **Character:** We are honest, trustworthy and have high standards of behavior. We make decisions based on what our students and community need, and we do the right thing even when it is hard.
- **Excellence:** We work together to give Tulsa the world-class schools it needs and deserves. We expect a lot of one another, and we support one another in achieving our shared, high expectations.
- **Team:** We care for one another and work together to celebrate success, learn from struggles, and work to help every team member be their best selves.
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate, and imagine, our motivation grows. Also, we love to have fun!

**Position Summary:** Manages the schedule and correspondence of the Executive Director while ensuring preparedness for meetings and timely responses to emails. Provide administrative assistance to the executive director of exceptional student support services to ensure the efficient management of the department. Perform general office management duties, and some project coordination and execution. Coordinate with division’s administrative staff to ensure superior service is provided to school leaders, teachers, and students. Work with directors and

executive directors to support department action plans, priorities, and adherence to key deadlines.

**Minimum Qualifications:**

**Education:**

- Bachelor's degree in education, business administration, project management, related field, or equivalent work experience in lieu of education

**Experience:**

- Five (5) years of experience in administrative support, including budget, and project management, operations/logistics or other related experience within special education services

**Specialized Knowledge, Licenses, Etc.:**

- Proficient in Microsoft Office Suite and Google Office Suite
- Working knowledge of MUNIS and EdPlan
- Knowledge of Special Education Policy and Procedures
- Bilingual in Spanish is preferred

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides operational and administrative support to the exceptional student services support office with a special focus on supporting the office of the executive director of Special Education Services
- Performs project management duties, including planning, prioritizing, coordinating, and budgeting the implementation of Special Education related projects
- Leads and attends various meetings to communicate information, advice, recommendations and make presentations created to present technical proposals/plans/documentation
- Extensively documents project related activities and findings, communicates project results and conclusions to stakeholders, collaborators, and district leaders
- Determines and deploys resources required to successfully complete projects on schedule and within budget, ensuring project objectives are fulfilled
- Assesses projects risk on a regular basis, taking appropriate action to ensure project objectives are timely and successfully met
- Maintains and provides regular comprehensive status reports and project schedules
- Builds relationships and liaises with various central office departments, school leaders, teachers, and other school-based staff
- Prepares proposals for new projects and leads and creates new projects as necessary
- Performs other tasks, duties, or services consistent with this position as assigned

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

- Ability to effectively employ concepts and techniques of operational and office management
- Strong organizational skills, including keen attention to detail, and the ability to adhere to strict timelines
- Ability to effectively communicate both verbally and in writing, creating and making public presentations
- Ability to work independently and as a team
- Work on fast-paced, multiple projects of varying complexity with tight deadlines, continually adapting to changing priorities
- Ability to learn quickly, work in a fast-paced environment, and multi-task effectively
- Working knowledge of project management methodology.
- Excellent time-management and a willingness to work non-standard hours
- Ability to proactively identify challenges and work to find solutions.
- Work on fast-paced, multiple projects of varying complexity with tight deadlines, continually adapting to changing priorities
- Ability to prioritize and delegate as necessary
- Dependability, tact and strength in multi-tasking, problem solving and critical analysis
- Knowledge of the laws, policies and practices pertaining to Special Education obligations of reporting to outside authorities
- Ability to exercise discretion and appropriate judgement in answering questions and releasing information, and an ability to maintain confidentiality
- Ability to organize records, manage and supervise office staff
- Ability to exercise leadership competencies of initiative, problem solving, development of others and organizational acumen
- Ability to set priorities and simultaneously process multiple duties and responsibilities
- Ability to perform all essential functions of position

**Customer Contacts:**

- **Internal:** TPS District Employees
- **External:** Students, parents, community members, local and state agencies, partnered vendors

**Supervisory Responsibilities:**

- Does not directly supervise any individuals

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

- Physical requirements consistent with an office setting
- Occasional to frequent travel to district and non-district sites

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6985. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.*