



**Job Title:**                    **Related Service Supervisor**

**Department:**                Exceptional Student Support  
**Reports To:**                 Director of Special Education Related Services and Behavioral Health  
**Grade:**                        BG-08  
**Number of Days:**         200  
**Current Date:**             January 30, 2018  
**Overtime Status:**        Exempt

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

**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:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

**Position Summary:** The role of the related service supervisor is to support the work of the Occupational Therapists, Occupational Therapy Assistants and Physical Therapists and Physical Therapy Assistants by ensuring all students receive related services according to their Individualized Education Programs. The related service supervisor will oversee caseload management for Occupational Therapists, assistants and Physical Therapists and assistant to ensure the needs of all students are met according to the services on their IEP's. The supervisor will arrange or provide professional development for the therapists and assistants. The supervisor will also conduct the evaluations for the therapists and assistants. The supervisor will

assist the executive director and director of related service in recruitment and retention of quality staff.

**Minimum Qualifications:**

- Minimum of master's degree in Occupational Therapy or Physical Therapy
- State certification
- Highly skilled and knowledgeable in physical and occupational therapy and its skill and function
- Ability to lead effectively
- Minimum of 5 years related service experience in a school setting

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations.

- Responsible for the day-to-day supervision of assigned related service providers
- Responsible for the annual evaluation of related service providers consistent with the district evaluation model; responsible for compiling quarterly and annual data reports for status of referrals and assessments
- Provides technical assistance and supervision of related service providers as they perform assigned services as indicated on student IEPs; ensures that assigned staff follow established procedures for submitting Medicaid billing requirements (if applicable)
- Attend District, Department, Staff, Professional and Inter-agency meetings when required
- Organize support to provide related services for a building in the event of a long-term absence.
- Perform 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 communicate with staff across multiple modes of communication in a timely manner
- Develop and provide professional development opportunities to ensure building providers are current with federal, state, and district policies and guidelines

**Supervisory Responsibility:**

- Related Service Providers: OT, OTA, PT and PTA

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

- Will maintain a caseload of students while overseeing the related service staff

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.