**504 Specialist**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Coordinator of 504, RTI and Counselors

**Dept/Campus:** Instructional Services/Campus Assignments **Paygrade:** Teacher Scale

**Wage/Hour Status:** Exempt **Date Revised:** June 2019

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

To serve as a resource and provide assistance to building administrators and teachers regarding Section 504 implementation, procedures and documentation and serve as a liaison between campuses and other District staff regarding Section 504 issues.

**QUALIFICATIONS:**

**Education/Certification:**

Master’s degree preferred

Valid Texas Teaching Certification

**Special Knowledge/Skills:**

Knowledge in Section 504

Ability to interpret policy, procedures, and data

Strong communication, public relations, organizational and interpersonal skills

Calm and patient demeanor with students and others

**Experience:**

Three years experience as a classroom teacher

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Assist campus personnel with building records and documentation for all eligible students and provide accurate data to the District Section 504 Coordinator.
2. Actively support the efforts of others to achieve district goals objectives and campus performance objectives.
3. Assist in providing effective staff development activities that incorporate the mission of the district, program evaluation outcomes, and input from teachers and others.
4. Assist in the implementation of policies established by federal and state law, State Board of Education rule, and local board policy related to responsibilities.
5. Compile, maintain, and present all reports, records, and other documents required.
6. Review and analyze data, including student achievement data, to examine instructional program effectiveness.
7. Model behaviors, which insure the development of a district team, focused on problem solving and meeting student needs.
8. Demonstrate behavior that is professional, ethical, and responsible and serve as role model for all district staff.
9. Actively seek training and information, which will enhance skills and knowledge, related to responsibilities.
10. Demonstrate awareness of district-community needs and initiate activities to meet those identified needs.
11. Assist with the implementation of Section 504 procedures at the campus and district level.
12. Coordinate referrals and the reevaluation process to determine students who are eligible for services under Section 504.
13. Help determine appropriate 504 team composition.
14. Facilitate evaluation/eligibility determination.
15. Help provide notices and consents.
16. Lead the development and monitoring of 504 plans and ensure that 504 plans move with the student to the next grade level or new school.
17. Attend District Section 504 training meetings.
18. Stay current on state and federal legislation that impacts Section 504 issues.
19. Assist with consistency and accuracy in coding between SuccessEd and TEAMS.
20. Assist with distribution of current accommodations to all appropriate teachers and administrators.
21. Support building level teams in identifying educational needs, supports and services for students eligible for 504 services through development of effective professional learning.

**SUPERVISORY RESPONSIBILITIES:**

**WORKING CONDITIONS**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Ability to communicate effectively (verbally and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facilities. Duties also require repetitive hand motions; prolonged use of computer; moderate standing, stooping, bending, lifting/transport of up to 50lbs.Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date