

**Position:** District 504 Specialist

**Reports to:** Director of Student Services

**Employment Status:** Regular/Part-time

**FLSA Status:** Exempt

**Description:** Facilitate and complete evaluation/eligibility determination for 504 plans, develop 504 plans, and monitor the implementation of Section 504 plans. Provide consultation concerning 504 services

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Facilitates the implementation of the school board approved Section 504 Policy
- Manages and ensures effective K-12 504 plan implementation for students on his/her caseload;
- Develops, writes, and helps implement 504 plans;
- Coordinates Section 504 referral process
- Provides notices and consents
- Completes, facilitates and conducts evaluations/eligibility determination team meetings for Section 504
- Schedules, organizes, and conducts annual reviews of each Section 504 students' plan
- Schedules, organizes, and conducts tri-annual reviews of each Section 504 students' evaluation
- Maintains accurate and up-to-date data
- Assists with planning state testing with the coordination of the accommodations that are required based on the 504 plans
- Attends regularly scheduled professional development and Section 504 training meetings
- Develops, continually revises, and ensures the implementation of consistent 504 procedures.
- Collects and maintains all Section 504 data (504 plans and lists of eligible students) for reference purposes
- Works with regular education teacher/teams to develop appropriate programming for individual students
- Assists the Building Principal in resolving in-building program difficulties for children with diverse learning needs
- Assists in the development of program implementation procedures that will meet state and federal mandates and fulfill established education program goals
- Ability to assess needs of students
- Keeps informed of all legal requirements governing handicapped programs
- Assists in the coordination of related services (OT, PT and Speech), regular classroom integration and/or the provision of resources for students with disabilities after a 504 Plan is developed
- Respond to routine questions and requests in an appropriate manner
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student 504's, testing information, and student and staff information
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required
- Performs other duties as required

**Other Duties and Responsibilities:**

- Perform other duties as assigned by the Director of Student Services

**Qualifications:**

- Bachelor's Degree in Education related field
- Three or more years related experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Knowledge of IDEA and preschool rules
- Knowledge of academic area and teaching methodology specific to special needs students
- Basic computer skills
- Maintain complete and accurate records
- Ability to work in team environment

**Equipment Operated:**

- Telephone
- Computer/printer
- Copier
- Fax machine

**Additional Working Conditions:**

- Daily interaction among students and parents
- Occasional requirement to lift, carry, push and pull various items up to a maximum of 25 pounds
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Frequent requirement to travel, both daily and overnight
- Occasional weekend/evening/summer work
- Occasional exposure to blood, bodily fluids and tissue

**Evaluation:**

1. Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Teaching Personnel

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Approved by: Norton City Board of Education

Adoption date: March 11, 2024