



**INSTRUCTIONAL SPECIALIST - Section 504**

**GENERAL RESPONSIBILITIES**

Responsible for assisting the Director of Student Services with the consistent implementation of Section 504 for students under the Rehabilitation Act of 1973. Serve as a resource to division administrators, building level teams, and community members regarding Section 504/Americans with Disabilities (ADA) issues and implementation of the Section 504 procedures for students. Responsible for assisting the Office of Student Support Services in supporting secondary summer school (handbooks, registrations, communication with all departments in the division, etc.)

**ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serve as a liaison between the school and central office for the implementation of Section 504 procedures.
- Assist with responding to administrative/legal/compliance queries from administrators, teachers, parents, and other internal and external stakeholders.
- Provide assistance with Section 504/ADA grievance procedures with the Office of Civil Rights.
- Assist with maintaining all Section 504 data using designated platform to include Section 504 Eligibility meetings, plan/update meetings and Manifestation Determination Review (MDR) meetings.
- Attend Section 504 Manifestation Determination Review (MDR) Meetings.
- Provide assistance pertaining to Section 504 legal mandates and regulations to staff.
- Follow-up with schools on Section 504 issues in person, via telephone or in writing and ensure timely responses.
- Assist with all data collection to meet the state and federal reporting requirements.
- Monitor Section 504 rosters/logs at all schools.
- Work collaboratively with team members and principals of assigned schools with related needs.
- Coordinate Section 504 training and staff development activities.
- Assist secondary summer school tasks to include: creating principal and parent handbooks, all summer school registration information, communication with all departments related to summer school.
- Perform related work, as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Demonstrate knowledge of the principles, practices, and procedures of Section 504 of the Americans with Disabilities Act from Child Find activities through the development and implementation of a 504 Plan for students meeting this requirement. Comprehensive skills and knowledge in the areas of technology, records management, communication, collection and interpretation of data, and the legal requirements of all laws and regulations pertaining to persons with disabilities and Section 504 of the Americans with Disabilities Act. Demonstrate the ability to deliver and articulate oral presentations and written communication and interact effectively with staff, parents, students and the community; demonstrate a working knowledge of the English language in written and verbal content; demonstrate the responsibility for own professional growth by seeking continuing education and in-service training programs; demonstrate professionalism by working cooperatively with other staff members, using support services when needed, ensuring that oral communications are clear, accurate, and grammatically correct, respecting the confidential nature of professional information, submitting reports accurately and punctually and complying with administrative directives, individual school guidelines and school board policy; demonstrate self-control in the interaction with the school community; demonstrate good work habits to include punctuality and regular attendance and efficient use of time.

**EDUCATION AND EXPERIENCE**

**Required:** Bachelor's Degree and a minimum of three years teaching/school counseling experience.

**Preferred:** Master's Degree.



**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, stooping, crouching, and driving. Ability to lift up to 20 pounds frequently. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license  
Regular and reliable attendance is an essential function of this position.