



REVISED: 07/17/2019
Submitted: 07/16/2019

JOB TITLE:	SUPERVISOR 504
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4232
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership and coordinates the District's Section 504 program to ensure compliance.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Monitors all active Section 504 Plans in the District to ensure compliance and meet District obligations

Facilitates training of all school administrators annually with Section 504 updates and serves as support to schools when needed

Facilitates training for parents of students who hold or may hold Section 504 accommodations

Rewrites/updates the District Section 504 guide and provides updates to all administrative levels

Serves as a resource for Section 504 Chairs and other staff members

Provides updated Section 504 materials to appropriate administrators for inclusion in District procedure publications

Monitors national trends to ensure correct and up to date Section 504 implementation

Answers inquiries and prepares chronologies for the Office of Civil Rights on behalf of the District

Completes all trainings and other compliance requirements as assigned by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years of related experience

Successful leadership experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree

Experience in a diverse workplace