



NEW: 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