



NEW: 07/01/2020
Submitted: 04/21/2020

JOB TITLE:	SUPERVISOR 504
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	3302
BARGAINING UNIT:	CLAS

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
- Performs other duties as assigned by supervisor
- Assures compliance with federal, state, and District policy, administrative procedures and negotiated agreements as applicable to assignment.

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.

MINIMUM QUALIFICATIONS

- Bachelor's Degree
- Three (3) years of related experience
- Successful leadership experience
- Safe Crisis Management Certification or willing to get it
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Master's Degree
- Experience in a diverse workplace
- Kentucky Teaching Certificate