

Union Public Schools Job Description

Position Title: 504 Facilitator
Department: Special Education/Teaching and Learning
Reports To: Director of Special Services

FLSA Designation: Exempt

SUMMARY: Maintains compliant building records and documentation for current Section 504 students. Provides information to all team members at assigned building sites on all Section 504 students. Provides guidance and ensures implementation of Section 504 procedures in assigned buildings.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Coordinates Section 504 Referrals
- Determines appropriate Section 504 team composition
- Provides notices and consents
- Develops Section 504 plans
- Monitors the implementation of each Section 504 student at assigned building sites
- Schedules annual reviews of each Section 504 student
- Assures that Section 504 plans move with the student to the next grade level and/or school
- Serves as a daily resource to the building administrators, teachers, and community members regarding Section 504 issues.
- Advises the school administrator regarding discipline issues and procedures for Section 504 eligible students being considered for suspension or expulsion.
- Serves as a liaison between the school building and other District staff regarding Section 504 issues.
- Attends periodic District Section 504 training meetings.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's degree in Educational Leadership, Counseling, or Special Education preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with one or more Special Education Endorsements or Counseling Endorsements.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide

with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.