

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Section 504 Specialist	Wage/Hour Status:	Exempt
Reports To:	Director of MTSS and Section 504	Pay Range:	833
Dept./School:	Student, Family, and Community Services	Date Revised:	10/6/2021

Primary Purpose:

Assists the Coordinator of MTSS and Section 504 in collaboration with school staff, parents, students, and the community to ensure compliance of Federal, State, and District policies and regulations. Ensures appropriate implementation of Section 504 and that plans are created within Federal, State, and District guidelines. In addition to the district-specific responsibilities below, the Section 504 Specialist may be asked to participate in special projects and/or task-forces, development of policies and procedures, training, and curriculum enhancements.

Qualifications:

Education/Certification:

- Bachelor's Degree (required)
- Master's Degree in Education (preferred)
- Valid Texas Teaching Certification in Special Education (preferred)
- Valid Texas Teaching Certification in Content (required)
- Texas Mid-Management/Principal Certification (preferred)

Special Knowledge/Skills:

- Knowledge of Federal, State, and Local Rules and Regulations for Section 504
- Auditing Skills and Knowledge
- Excellent communication skills
- Strong organizational, communication, public relations, and interpersonal skills
- Ability to problem solve
- Project Management skills

Experience:

- Minimum of three years as a Section 504 Campus Coordinator (preferred)
- Minimum of two years in a campus/district leadership role

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Minimum of two years implementing Positive Behavioral Interventions and Supports (PBIS) and Responsiveness to Instruction (RtI), and/or Problem Solving Models at the classroom, school, or district level

Minimum of two years as an instructional coach (preferred)

Minimum of two years developing and facilitating evidence based professional development

Major Responsibilities and Duties:

Actively monitor Section 504 processes through monthly audits of Section 504 records to ensure compliance and adherence to district procedures, state guidelines, and federal regulations

Maintain the Section 504 data platform by processing technical requests from campuses and other districts, including but not limited to: customer service, customizations for compliance, report analysis, user permissions, and maintenance

Identify areas of improvement and implement immediate solutions on a district-wide basis

Develop and implement strategies to improve programs and services that support Section 504 students and their parents/guardians

Work collaboratively in cross-functional teams to provide direct and indirect support to school staff to ensure equal access for Section 504 students

Analyze data from a variety of sources in order to determine the current state of District compliance for Section 504 and CCEIS funding

Monitor trends, and determine the number of current eligible students for Section 504

Provide support to schools regarding concerns arising out of Section 504 compliance

Develop and conduct specialized trainings for Section 504 school Liaisons, district staff, school staff, and support staff

Provide effective communication and customer service with school administrators, parents/guardians, district staff, and the community

Complete required revisions to the Section 504/ADA procedural manual

Develop Technical Assistance Protocols regarding Section 504 processes and procedures

Assist schools with processes and procedures for out of county/state transfer students with Section 504 plans, Manifestation Determination meetings, matriculation processes, and transportation accommodation requests

Provide on-site support to Section 504 Campus Coordinators and MTSS Campus Coordinator/Facilitator in the area of MTSS, Behavior/Academic Supports, and Section 504

Provide coaching and modeling for campuses in the area of PBIS and RtI within the MTSS Framework

Monitor and report potential issues as they arise, especially in regard to legal compliance

Keep informed of legal rulings and Office of Civil Rights actions

Remain current on research and accommodation practices related to Section 504 laws and regulations

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Perform and promote all activities in compliance with the equal employment and non-discrimination policies of Plano ISD School Board

Assist with homebound student supports as needed

Follow all rules, regulations and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and/or supervisor

Working Conditions:

Mental Demands:

Reading and ability to perform basic arithmetic; work with frequent interruptions, ability to communicate effectively (verbal and written); ability to operate computer; maintain emotional control under stress

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

Acknowledgment:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator

Date: 10/6/2021

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____

Date: _____