

HIGH SCHOOL 504 PROGRAM SUPERVISOR JOB DESCRIPTION

NATURE OF WORK:

The High School 504 Supervisor's responsibilities include ensuring compliance with the Americans with Disabilities (ADA) Act, Section 504 of the Rehabilitation Act of 1973, Office of Civil Rights (OCR), and other federal and state laws and regulations pertaining to persons with disabilities. The 504 Supervisor is responsible for facilitating, coordinating, and approving the development of 504 Plans. The 504 Supervisor monitors the overall effectiveness of student plans and ensures all are implemented within federal, state, and local regulations.

MINIMUM TRAINING AND EXPERIENCE:

- Administrative services credential or equivalent
- Teaching credential
- Experience with and understanding/knowledge of federal, state, and local policies and procedures as pertains to Section 504
- Experience working with students with disabilities
- Ability to work constructively within a team environment, as well as the ability to communicate effectively, both orally and in writing, with other administrators, counselors, teachers, students, and parents
- Exhibit broad knowledge of the principles and practices of school administration and of current educational trends in curriculum and instruction

ESSENTIAL FUNCTIONS AND DUTIES:

- Ensure implementation of Section 504 policies and procedures at the High School.
 - Receive Section 504 referrals
 - Conduct Section 504 evaluations including gathering relevant data such as parent input, teacher input, medical documentation, educational documentation
 - Determine appropriate Section 504 team composition
 - Facilitate Section 504 eligibility determination meetings and complete appropriate paperwork
 - Provide notices and obtain consents
 - Develop Section 504 plans and distribute accommodations to students' teachers
 - Collaborate with administrators regarding Manifestation Determination hearings for students with Section 504 plans

- Develop, continually revise, and ensure the implementation of consistent Section 504 procedures
 - Facilitate the provision of reasonable accommodations for student with qualifying disabilities
 - Provide ongoing training and support to school staff regarding Section 504 and the implementation of the Section 504 procedures
 - Monitor implementation of Section 504 plans
 - Responsible for ensuring that student's annual Section 504 reviews are completed
 - Submit requests for 504 accommodations for standardized testing
- Collect and maintain all Section 504 data for compliance and implementation
 - Distribute documents to the High School registrar, staff, and families
 - Receive Section 504 plans from middle schools or non BUSD schools and update per appropriate High School accommodations
 - Advise administration regarding Section 504/ADA compliance issues and needs.
 - Tag students with Section 504 plans in Student Information System
- Other Section 504 duties as needed for maintaining compliance and to assist teachers in implementing Section 504 accommodations
- Collaborates with Student Services Staff and High School Staff to resolve disputes that arise with parents and Staff
- Supervises Intervention Counselors and Bridge Teacher on Special Assignment
- Collaborate with Rise Program Staff and City Mental Health Staff
- Lead the Coordination of Services Team (COST)
 - Facilitate COST meetings to ensure that services to students with and without disabilities are coordinated across the school
 - Utilize data to identify students in need of intervention
 - Develop, implement, and monitor effectiveness of student support plans in collaboration with counselors, teachers, administrators, and other service providers
- Collaborate with administrators, counselors, teachers, and school staff to implement school-wide, multi-tiered systems of support (MTSS) in order to improve academic outcomes for students and reduce the volume of inappropriate requests for 504 plans
- Provide information and training to school staff on multi-tiered systems of support
- Performs other duties as assigned

UBA Salary Schedule 13 - Range 19

210 Day Work Year