

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

<b>Job Title:</b>	<b>District 504 Specialist</b>
<b>Pay Table:</b>	Support
<b>Pay Grade:</b>	7
<b>FLSA Status:</b>	Non-Exempt
<b>Job Code:</b>	806
<b>Reports to:</b>	District 504 Coordinator and/or Special Education Director

### **JOB SUMMARY**

Under the general supervision of the District 504 Coordinator and Special Education Director, the District 504 Specialist helps assure that qualified disabled students throughout the District are receiving appropriate aids and services designed to meet their individual educational needs as required under Section 504 of the Rehabilitation Act of 1973 and other related laws.

### **ESSENTIAL JOB FUNCTIONS**

- Trains, supports, and provides direction to 504 Teacher Assistants and non-instructional Special Education Teacher Assistants.
- Supports and assists school secretaries, school nurses, and health clerks with health accommodations and staff trainings.
- Creates and distributes 504 newsletters and mailings.
- Collects information to complete required reports and health data collection for all schools.
- Coordinates, prepares, and assists in mandatory paraprofessional in-service training for 504 Teacher Assistants and non-instructional Special Education Teacher Assistants.
- Organizes and attends weekly district level 504 meetings to discuss staffing and needs throughout the District.
- Coordinates and trains aides and school staff on the Diabetic Education Program.
- Supports school level 504 coordinators by addressing questions and concerns regarding 504 accommodations.
- Supports nurses by observing staff on delegated tasks.
- Participates on school interview panels for school-based 504 staffing.
- Trains school staff and 504 Teacher Assistants on Encore system requirements.
- Creates and implements forms used to track health issues and concerns.
- Schedules and attends Diabetic Education Graduations at individual schools.
- Completes observations and collects data to help determine student need for 504 assistance.
- Coordinates with District Foundation and community businesses to collect prizes for

students who graduate from the Diabetic Education Program.

- Performs medical tasks as delegated by the nurse, as needed.
- Coordinates Teacher Assistant assignments with District 504 Coordinator and District Special Education Director within schools.
- Attends state level training on information directly related to 504 accommodations.
- Works with parents and schools to address low level concerns.

### **MINIMUM REQUIREMENTS**

- High school graduation or equivalent education and/or experience.
- The equivalent of two years (48 semester hours) full-time education at an institution of higher education; or an associate's degree; or the ability to pass a Utah State Office of Education approved Para-Professional Test will be required at a later date.
- Experience working as a 504 assistant or in a special education environment.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent interpersonal and communication skills. Must be able to provide district staff with technical assistance without direct supervisory responsibility.
- Ability to use small office equipment and computers.
- User proficiency with MS Office (including Word, Excel, and Powerpoint)

### **PHYSICAL DEMANDS**

Moderately heavy work: Exerting up to 75 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, handling, lifting, mental acuity, reaching, repetitive motion, speaking, talking, visual acuity and walking.

### **WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

*The Davis School District has the right to revise this position description at any time.*