



## **VIRGINIA BEACH CITY PUBLIC SCHOOLS** **CHARTING THE COURSE**

### **SECTION 504 FACILITATOR**

#### **GENERAL RESPONSIBILITIES**

This instructional position is assigned to the Office of Student Support Services and is responsible for supporting school-based Section 504 staff in aligning services and support for students eligible under Section 504 in accordance with federal laws, regulations, and school division procedures.

#### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serve as a liaison between assigned school(s) and the Office of Student Support Services.
- Provide guidance and support to school-based Section 504 staff eligibility determination, evaluation, development of Section 504 plans, and any related processes.
- Assist the coordinator and school staff in maintaining compliance with applicable local, state, and federal laws, policies, regulations, and procedures governing Section 504.
- Review Section 504 plans, annual reviews, re-evaluations, and updates to provide support when completing Section 504-related documents, as needed.
- Prepare and/or review notices for Section 504 meetings.
- Review and assist with the development of Functional Behavioral Assessments (FBAs) and Behavioral Intervention Plans (BIPs).
- Support teachers in using assessment data to plan instruction.
- Provide input regarding evidence-based interventions, accommodations, and/or related services for students with eligible disabilities under Section 504.
- Assist teachers in the development and implementation of effective classroom management strategies, positive behavioral supports, individual behavioral intervention plans, instructional planning, and classroom organization related to Section 504 services, as needed.
- Model instructional practices in a variety of settings and provide follow-up support to ensure effective teacher implementation.
- Provide ongoing professional development and coaching, in collaboration with the coordinator and/or instructional specialist, in support of the strategic framework and the school's plan for continuous improvement and school division initiatives.
- Conduct and participate in workshops, committees, conferences, and other professional learning activities designed to promote the academic and social-emotional welfare of students.
- Remain current on federal and state laws, regulations, guidance, and best practices related to Section 504 trends and issues.
- Perform related work, as required.



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

Knowledge of the principles and methodologies of effective teaching, curriculum design, instructional programming, Section 504 compliance, and the implementation of accommodations and supports for students eligible under Section 504. Ability to plan, develop, and deliver effective oral presentations; prepare clear, concise, and grammatically correct written communications; and interact effectively with staff, parents, students, and the community. Ability to interpret and apply federal, state, and local laws, regulations, policies, and procedures related to Section 504. Commitment to professional growth through participation in continuing education and in-service training programs. Professionalism demonstrated through collaboration with colleagues, respect for the confidential nature of professional information, accurate and timely completion of reports, and compliance with administrative directives, school guidelines, and School Board policies. Ability to exercise self-control in interactions with the school community. Dependable work habits, including punctuality, regular attendance, effective time management, and the efficient completion of assigned responsibilities.

### **EDUCATION AND EXPERIENCE**

**Required:** Bachelor's Degree in the applicable field of education from an accredited college or university with five (5) completed years of successful teaching experience or a Master's Degree with related field experience. Must have or be eligible for a teacher license from the Virginia Department of Education.

**Preferred:** Experience with Section 504 of the Rehabilitation Act of 1973, including interpreting and applying federal and state laws and regulations, instructional accommodations, manifestation determination procedures, and educational programming for students with disabilities.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, standing, bending, grasping, fingering, repetitive motion, and reaching. Occasional stooping and kneeling. Ability to lift up to 20 pounds frequently and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

### **SPECIAL REQUIREMENTS**

Possession of a valid driver's license

Regular and reliable attendance is an essential function of this position.