

GERVAIS SCHOOL DISTRICT # 1 –BUILDING SECTION 504 FACILITATOR

QUALIFICATIONS:

- A valid Oregon Teaching License or other background training appropriate to the requirements of this position ;
- Degrees and areas of study as required for Oregon licensing;
- Current teaching assignment in Gervais School District;
- The ability to organize and supervise; and
- Must have experience working with school age students and adults.

REPORTS TO:

- Director of Special Services and school administrators

TERMS OF EMPLOYMENT

- One school year

JOB GOAL

- Facilitates the Building 504 Plans with building level staff, students and parents.

PERFORMANCE RESPONSIBILITIES

- Attend regular building Section 504 Facilitator meetings;
- Develop a working knowledge of current laws, regulations, and district guidelines related to Section 504 of the Rehabilitation Act.
- Participate on school CARE Teams to facilitate potential 504 referrals;
- Implement the 504 identification processes according to district prescribed timelines and utilizing district prescribed paperwork and database;
- Facilitate requisite testing and medical input as prescribed by 504 Manuals;
- Facilitate all meetings with students' 504 team, including parents and students as appropriate;
- Ensure administrators and staff are aware of a student's 504 Plan and are implementing the plans at the building level according to district guidelines;
- Act as building contact for 504 questions from staff and parents;
- Provide 504 overview and requirements to staff during inservice trainings;
- Act as a resource to other teachers in promoting 504 instructional strategies and accommodations;
- Be an advocate for the students' needs as outlined in their 504 plans at building level;

I have received a copy of this job description:

Teacher Signature

Date