

**MS /504 SPECIALIST**

**Rev. Jun 2022**

**Job No.:** T229

**Reports to:** Principal

**Dept./Campus:** Middle School Campus

**FLSA Status:** Exempt

**Pay Grade:** Teacher Scale

**Term:** 192 Days

**PRIMARY PURPOSE:**

To serve as campus 504 Specialist and assist in student intervention.

**MAJOR RESPONSIBILITIES AND DUTIES**

- Coordinate 504 program including parent communication, teacher training and student plan creation and implementation.
- Support teachers in use of intervention and assessment documents.
- Support and participate in Response to Intervention (RTI) framework on campus.
- Support interventions on campuses.
- Communicate with principals concerning 504 program and intervention needs.
- May assist with coordinating state and district assessments.
- Attend all required district training.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
- Perform other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

- None.

**GENERAL QUALIFICATION GUIDELINES**

**Education/Certification/Experience:**

- Bachelor's degree in education from an accredited university. Master's degree preferred.
- Valid Texas Teacher Certification required. Administrative certification preferred.
- Experience in classroom teaching. Experience with 504 policies and procedures preferred.

**Knowledge/Skills/Abilities:**

- Knowledge of classroom instruction, including data-driven instruction; assessment and student use of data; and Section 504 legal requirements.
- Skill in communication; interpersonal relations; organization; and computer software.
- Ability to plan and present effective training for large groups; plan effectively/prioritize responsibilities; be self-directed and pays attention to detail; attend training; and read/research as needed to expand knowledge.

**Mental/Physical/Environmental Demands**

*The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.*

- May be exposed to outdoor weather conditions during portions of work day.
- Needs to move about inside the classroom or campus to monitor students as necessary.
- Maintain emotional control under stress.
- Frequent standing, stooping, bending, pulling and pushing.
- Frequent moving of small stacks of textbooks, media equipment, desks, and other classroom equipment.
- Occasional requires lifting up to 25 pounds.
- Occasional prolonged and irregular hours.
- Ability to understand complex problems and to collaborate and explore alternative solutions.
- Ability to organize and prioritize work schedules of others on short-term basis.
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.
- Maintain composure and professionalism at all times.