



<b>TITLE:</b>	<b>MTSS Specialist/504 Specialist</b>	<b>STATUS:</b>	<b>Exempt</b>
<b>REPORTS TO:</b>	<b>Campus Principal or Designee</b>	<b>TERMS:</b>	<b>179 Days</b>
<b>DEPARTMENT:</b>	<b>Assigned Campus</b>	<b>PAY GRADE:</b>	<b>T1, Chapter 21 Contract</b>

**PRIMARY PURPOSE:**

Manage the campus Section 504 program and oversee the provision of needed services. Oversee compliance with all state, federal, and local Section 504 requirements. Implement and monitor the Multi-Tiered Systems of Support (MTSS) process to increase student achievement for students at risk of failing or dropping out. Facilitate the Care Team process for struggling students. Provide support to teachers through training, modeling interventions, monitoring student progress, analyzing assessment data, and providing direct intervention to students.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor’s degree from an accredited university  
 Valid Texas teaching certificate, with required endorsements for subject/level assigned  
 ESL Certification preferred

**Special Knowledge/Skills:**

Strong background in curriculum and instruction  
 Strong knowledge of Multi-Tiered Systems of Support (MTSS) process  
 Strong knowledge of Section 504 legal guidance  
 Strong knowledge of Section 504 documentation required  
 Strong organizational, communication, and interpersonal skills  
 Knowledge of computer and software applications  
 Ability to interpret test data  
 Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

**Experience:**

Three (3) years of successful teaching experience preferred

**WORKING CONDITIONS:**

Mental Demands/ Physical Demands/Environmental Factors:  
 While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 35 pounds. Specific vision abilities required by this job include close vision. The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate.

**Essential Functions:**

1. Attend all district training regarding Section 504 to keep informed of and comply with state district, and school regulations and policies.
2. Monitor campus Section 504 procedures.
3. Oversee all stakeholders' access to and verification of a student's Section 504 plan for compliance
4. Maintain proper Section 504 documentation and oversee the security and confidentiality of all student information
5. Coordinate, plan, and facilitate Section 504 meetings to comply with federal regulations.
6. Attend all district training regarding MTSS to keep informed of and comply with state district, and school regulations and policies.
7. Implement the MTSS process in order to increase student achievement for students at risk of failing or dropping out.
8. Facilitate Care Team meetings that focus on intervention best practices within the areas of academics, behavior, and social/emotional supports for the whole child.
9. Oversee all stakeholders' access to and verification of a student's MTSS documents for compliance.
10. Maintain proper MTSS documentation and oversee the security and confidentiality of all student information
11. Assist with the identification of groups of learners with specific targeted learning needs.
12. Teach and model appropriate differentiation and intervention strategies for all tiers.
13. Assist with campus processes, timelines, and documentation.
14. Coordinate with campus teams to ensure a continuum of services for students with academic, behavioral, and social/emotional needs.
15. Establish and maintain open lines of communication with students and their parents/guardians.
16. Maintain a professional relationship and communicate effectively with all colleagues, students, parents, and community members.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or nonrenewal, as applicable.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature	Printed Name	Date
Supervisor Signature	Printed Name	Date