



TITLE:	504 Representative/Campus Testing Coordinator	STATUS:	Exempt
REPORTS TO:	Campus Principal or Designee	TERMS:	179 Days
DEPARTMENT:	Assigned Campus	PAY GRADE:	T1, Chapter 21 Contract

PRIMARY PURPOSE:

Implement and monitor the 504 documentation, and Campus Testing. This includes collaborating with dyslexia teachers, ELL specialists, Special Education staff, and administration. Schedule, facilitate, and document all 504 meetings and ensure receipt of accommodations by all necessary stakeholders. Oversee and organize all state assessments while maintaining security of testing materials.

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 Section 504 legal guidance
 Strong knowledge of Section 504 documentation required
 Strong organizational, communication, and interpersonal skills
 Knowledge of state required testing programs
 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. Organize, implement and analyze school wide assessments periodically throughout the year.



2. Present the subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
3. Cooperate with other members of the staff in planning and implementing instructional goals, objectives, and methods according to district requirements.
4. Schedule, facilitate, and document all Section 504 meetings.
5. Distribute student accommodations to all stakeholders.
6. Complete and archive all 504 documentation in estar and upload to Laserfiche.
7. Employ the use of technologies in the teaching/learning process.
8. Establish and maintain open lines of communication with students and their parents.
9. Maintain a professional relationship with all colleagues, students, parents, and community members.
10. Use acceptable communication skills to present information accurately and clearly.
11. Keep informed of and comply with state district, and school regulations and policies.
12. Compile, maintain, and file all reports, records, and other documents required.
13. Attend and participate in faculty meetings and serve on staff committees as required.
14. Work closely with administration to ensure high fidelity implementation of the state adopted programs.
15. Remain current on available commercial assessment materials and campus resources.
16. Provide campus training for state assessments and accommodation resources.
17. Organize and oversee state testing while maintaining security of test materials before, during and after testing.

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.

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