

GORHAM SCHOOL DEPARTMENT

TITLE: Section 504 Strategist

QUALIFICATIONS:

1. Maine Department of Education certification in Special Education (#282 and/or #079)
2. Teaching experience and educational background in the area of math and literacy, and the social/emotional needs of children.
3. Knowledge of all pertinent Section 504 legal requirements at both the State and Federal levels

REPORTS TO: Director of Special Services

JOB GOAL: To assist the Director of Special Services and the building principals in the provision of appropriate Section 504 educational planning and services for students.

RESPONSIBILITIES:

1. Schedules, chairs, and maintains required paperwork for Section 504 meetings in regards to eligibility and annual review.
2. Communicates and collaborates with building principals, teachers, nurses and specialists in regards to needs, and data collection, of students who have a Section 504 plan or may need to be referred.
3. Consults with teachers, nurses and administrators around scientifically research-based strategies and methodologies.
4. Completes appropriate individual 504 student paperwork and maintains organized files on each student at each school and within the Special Services Office.
5. Provides case management by oversight of student 504 plans within each building.
6. Provides standardized achievement testing, academic summaries and observations in the learning environment to help assist with data collection in the referral and reevaluation process, as well obtain input from the team and consent for evaluations from the parent(s).
7. Sits on other committees the Director deems necessary.
8. Coordinates compliance and professional development with the Section 504 regulations.
9. Performs other duties as may be requested by the Director of Special Services.

WORK YEAR: Teacher contract. Salary and benefits to be established by the School Committee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation – *Policy on Evaluation Standards for Evaluation of Professional Staff*

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

April 2018

