



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **504 Compliance Specialist TOSA**
Job Family: **Licensed**
Prepared/Revised Date: **July 23, 2023**

FLSA Status: **Exempt**
Pay Range: **T Salary Schedule**
Job Code: **33539**

SUMMARY: This position is a member of the Student Services Department, collaborates with the Counselor Coordinator and works closely with school-based 504 coordinators and administrators in the buildings to align 504 practices and procedures throughout the district. In collaboration with the Counselor Coordinator, provide support in the coordination and implementation of 504 policies and procedures. Collaborate with colleagues across the district to support continuous professional learning and lead coaching and training for site-based 504 coordinators and writers of 504 plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks
1. Coordinate, collaborate and plan with guidance from the Counselor Coordinator for vision and guidance of district-wide implementation of Section 504 policies and procedures.
2. Ensure effective implementation of consistent Section 504 procedures throughout the district.
3. Provide ongoing training and support to staff, including identified 504 coordinators in each building, regarding Section 504 and the implementation of the Section 504 procedures.
4. Develop and follow a continuous improvement and monitoring process for Section 504 data.
5. Serve as a daily resource to school counselors, district administrators, building level teams, families and community members regarding Section 504.
6. Work collaboratively with district personnel and schools to support 504 policies and procedures.
7. Collaborate with Counselor Coordinator to continuously review Section 504/ADA practices.
8. Stay abreast of state and federal laws, regulations, and guidelines related to disability discrimination, Section 504 and Title II of the ADA, by attending regular training and participating in ongoing professional development opportunities.
9. Demonstrate a commitment to: <ul style="list-style-type: none"> a. Understand, appreciate, and make accommodations for student diversity. b. Include and engage families in the student’s education. c. Support all Poudre School District policies, procedures, and expectations. d. Provide personal and professional excellence.
10. Attend appropriate meetings, trainings, 504 meetings, parent conferences and/or school functions.
11. Perform other duties as assigned.
12. Attend work and arrive in a timely manner.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree in related field, required
- Five years of related experience, preferred
- Equivalent combination of education and experience is acceptable



LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s license
- Valid Colorado Special Services license with School Counselor or related endorsement encouraged
- CPR and First Aid certifications encouraged

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Mathematical skills including basic calculations and application of basic math concepts
- Personal computer and keyboarding skills
- Bilingual oral and written communication skills may be required or preferred
- Ability and desire to work with students with various moderate to severe physical and or mental impairments and special needs, including assisting with personal health and hygiene, mobility and accessing their education
- Ability to diffuse volatile student situations
- Ability to maintain confidentiality in all aspects of the job
- Ability to participate and work in a team environment
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions and respond to management direction
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, district policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage, and/or other department software packages.
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.
- Operating knowledge of and experience with typical office equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	0

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle or feel				x
Reach with hands and arms			x	



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds				x
Up to 50 pounds			x	
Up to 100 pounds		x		
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze				x
Communicate				x
Copy				x
Coordinate			x	
Instruct				x
Compute			x	
Synthesize		x		
Evaluate		x		
Interpersonal Skills				x
Compile			x	
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions			x	
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	x
Depth perception	
Ability to adjust focus	x



NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	