49419 SPECIALIST, SECTION 504

Please Apply Here:
https://ltmwebprod01.dpsk12.org/ltmprod/xmlhttp/shorturl.do?key=8U4

STUDENT EQUITY AND OPPORTUNITY (SEO)
Traditional 235 work days
FTE: 1.0
Salary Range: $56,277 - $68,243

Essential Functions and Objectives:

Administers and manages activities within a specific area of a responsibility. Serves as the subject matter expert and applies gained knowledge to execute, maintain and improve systems, programs, or processes.

Provides training and professional development to staff on Section 504 and the Americans with Disabilities Act (ADA). Consults and collaborates with staff, teachers, and parents to provide support and comply with regulations, district policies, and procedures regarding accommodations and services for students with disabilities.

- Provides various support and conducts activities related to logistics, reporting, training, communications, and processes. Participates in the planning and implementation of new initiatives.
- Assesses and troubleshoots escalated problems and applies expert understanding to resolve complex challenges of stakeholders; focuses on root cause identification in order to achieve systemic and sustainable improvement. Approves and documents exceptions for compliance record keeping and reporting.
Ensures appropriate key stakeholder involvement in planning, goal-setting, and implementation to achieve buy-in of work products. Ensures purposeful, positive and
professional interactions and relationships with all stakeholders; enables consistent application of work products across the district.
- Identifies opportunities for improvement, prioritizes, and recommends solutions to management. Implements approved enhancements to ensure consistency across the district. Identifies opportunities to reduce costs; analyzes available data, trends, and feedback, and ensures compliance with expectations for optimal operation and goal achievement.
- Oversees the provision of Section 504 and ADA across the District, working collaboratively with the District Compliance Officer, school site staff, and related departments.
- Develops and conducts training for all school staff to support the provision of Section 504 accommodations and services.
- Develops and conducts training for district level staff to support the provision of Section 504 accommodations and services.
- Develops and/or maintains systems for compliance.
- Works collaboratively with legal counsel to minimize legal risk.
- Engages in process improvement and strategic planning regarding the District's 504 process.
- Provides assistance to school site staff in the development and implementation of specialized accommodations, utilizing a variety of supports, including assistive technology and accommodations for students with ADHD, processing deficits, dysgraphia, and dyslexia as well as students with health or episodic conditions.
- Develops and maintains accurate student records, Section 504 plans, and related documentation.
- Consults with teachers on strategies and feedback and participates in departmental functions, district meetings, parent meetings and extensive training.
- Stays up to date on any changes to relevant laws and regulations.
- Collaborates across departments such as Special Education, Nursing, Psych/Social Work, Gifted and Talented, Homebound, and others to ensure that student's needs are being met.
**Knowledge, Experience & Other Qualifications:**

- Two (2) or more years of experience in education.
- Administrator license preferred.
- Knowledge with Google products including Docs, Sheets, and Gmail.
- Effective time management and organizational skills.
- Effective communication skills.
- Strong attention to detail.
- Effectively handle multiple demands and competing deadlines.
- The ability to take responsibility for one’s own performance.
- Work collaboratively with others on a team.
- Aptitude for variety and changing expectations and a fast-paced environment.

**Education Requirements:**

- Bachelor’s Degree in Education or related field, required.
- Master’s Degree in Education, Administration, or related field, preferred.

**Additional Information:**

- Compensation Structures: [http://thecommons.dpsk12.org/Page/244](http://thecommons.dpsk12.org/Page/244)
- Employee must live and work with a permanent home address in Colorado while working for Denver Public Schools.

**About Denver Public Schools:**
Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS comprises nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at dpsk12.org.

Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.