

Job Title: 504 Facilitator

Reports To: Immediate Supervisor

Prepared By: The Division of Human Resources

Board Approved Date:

Pay Grade Range: UR308 to UR112

Summary: The 504 Facilitator assists the District 504 Coordinator in establishing, coordinating and monitoring programs for 504 children and staff development for teachers and employees who work with 504 students.

Essential Duties and Responsibilities:

- Assists in the direction of programs which are or may be implemented in the areas of 504 Education
- Assists in the development and administration of short- and- long range plans required by Mandatory 504 Legislation
- Assists in creating and keeping District 504 and dyslexia documents update; maintain system and records for due dates to ensure compliance
- Works with departments in planning and implementing staff development activities
- Assists in the program of initial evaluation and periodic re-evaluation, as required, for assignment and retention of children in the 504 programs
- Assists with local school process for annual reviews
- Provides professional development training for 504/Dyslexia for school and district level staff.
- Assists in recommending policies and procedures essential to orderly operation of 504 programs
- Acts as a contact person in school when questions arise about 504 issues
- Maintains appropriate district records for students receiving 504 services
- Attends initial 504 meetings for students or annual review meetings as requested by building staff, administration, and or parents.
- Cooperates with public and private agencies, organizations and professional personnel in securing and providing services for 504 students
- Collaborates with other departments in providing 504 accommodations for students
- Coordinates transition of "504 only" students from elementary to middle school. From middle school to high school and for students transferring in from another school



district, home schooling or from an out of district charter school, or transferring out to any of these setting

Other Duties:

Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:

Education and Experience:

A Master's degree in education from an accredited college or university. Hold a valid teaching certificate with a minimum of 3 years teaching experience. Experience in 504 and dyslexia services preferred.

Work Environment Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Professional Conduct:

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0



years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

[Verifient Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.