



Please Post

POSITION ANNOUNCEMENT

April 22, 2021

The Homewood City Board of Education anticipates vacancies for the 2021-2022 school year in the following areas:

Secondary 504 Program Specialist

Salary will be based on years of experience and degrees held in accordance with the Homewood City Schools' salary matrix.

Applications may be obtained by calling (205) 870-4203, at Homewood City Board of Education Central Office located at 450 Dale Avenue, Homewood, Alabama 35209 or <https://www.homewood.k12.al.us/>

Applications may be submitted to:

Homewood City Schools
450 Dale Avenue
Homewood, Alabama 35209

Attention: Mrs. Cristy York
Director of Instruction
Homewood City Schools
cyork@homewood.k12.al.us

It is the policy of the Board that no person in this district shall, on the basis of race, sex, religion, belief, national origin, age, disability, ethnicity, sexual orientation, gender identity, and/or any personal characteristic(s), or an affiliation with the Boy Scouts of America, be denied the benefits of, or be subject to discrimination in any education program or activity. This includes employment, retention, and promotion

POSITION TITLE: Secondary 504 Program Specialist

QUALIFICATIONS: The successful candidate will have an active Alabama educational administrator certificate and minimum three years experience as a school or district administrator.

REPORTS TO: Director of Instruction

JOB GOALS: To manage the Section 504 program for secondary students

PERFORMANCE RESPONSIBILITIES:

1. Complete all Section 504 eligibility and re-evaluation paperwork.
2. Schedule and facilitate all Section 504 eligibility, annual, and re-evaluation meetings.
3. Monitor progress of Section 504 students:
 - a. Perform classroom observations to ensure Section 504 implementation
 - b. Communicate with academic teachers regarding student progress and Section 504 plan implementation
 - c. Communicate with students and parents regarding student progress
 - d. Schedule additional Section 504 team meetings as needed
4. Schedule and facilitate transition meetings for all rising 6th and 9th grade Section 504 students.
5. Stay current on Section 504 regulations, policies, and procedures.
6. Attend and provide Section 504-related professional development as needed.
7. Coordinate with the elementary program specialist to maintain consistency within the 504 program
8. Provide consultation and assistance to local schools and/or parents to solve problems related to Section 504 as directed.
9. Provide input to local schools regarding placement and scheduling.
10. Maintain all records and files in accordance with procedures established by Homewood City Schools.
11. Maintain confidentiality of student records and Board of Education business.
12. Foster routine, quality communication with secondary principals regarding Section 504 student services..
13. Facilitate a welcoming, student centered, customer service approach to creating 504 plans and resolving 504 related issues.