

**Warrenton-Hammond School District  
Job Description**

---

**Job Title:** Section 504 Case Manager  
**Reports To:** Principal

---

**JOB SUMMARY**

This position is responsible for coordinating and implementing Section 504 services to a variety of students in an office and/or classroom setting. Assists and supports students in developing academic abilities, life skills, and individual success.

---

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Follows and maintains knowledge of all District policy(ies) and procedures.
  2. Facilitates the implementation of the District Section 504 policies
  3. Works to discover and develop special abilities of students.
  4. Assists students with academic challenges.
  5. Revises and ensures the implementation of consistent Section 504 procedures.
  6. Provides ongoing training and support to District staff regarding Section 504 and the implementation of the Section 504 procedures.
  7. Collects and maintains all Section 504 data: 504 plans, lists of eligible students, discipline records for future reference.
  8. Monitors the reduction of architectural barriers for individuals with disabilities.
  9. Serves as a daily resource to District administrators, teachers, building level teams, and community members regarding Section 504 compliance issues and needs.
  10. Advises the school administrator regarding discipline issues and procedures for Section 504 eligible students being considered for suspension or expulsion.
  11. Serves as a liaison between the school and other District staff regarding Section 504 issues.
  12. Guides students in their participation in school and community activities.
  13. Confers with parents, teachers, students and community when necessary.
  14. Supervises students in hallways before, after and between classes, in library, and at special events.
  15. Assists administration in implementing policies and rules governing student life and conduct.
  16. Promptly reports any serious accident or illness affecting students or any incident which might affect the school, teachers or students therein.
  17. Uses a variety of instructional techniques and instructional media, consistent with the needs and capabilities of the individuals or student groups involved.
  18. Takes all responsible precautions to provide for health and safety of the students and to protect equipment, materials and facilities.
  19. Appropriately maintains and secures confidential records and inquiries.
  20. Maintains appropriate certifications and training hours as required.
  21. Professionally represents the school and the District in interactions with parents, community, staff and students.
  22. Complies with applicable District, state, local and federal laws, rules and regulations.
  23. Attends work regularly and is punctual.
-

## MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attends in-service trainings.
2. Attends staff meetings.
3. Reports issues to authorities as necessary, animal control, suspicious activity etc.
4. Substitutes for other teachers, as necessary.

---

## SUPERVISORY RESPONSIBILITIES

May supervise and direct the work of educational assistants and/or teacher aide(s). All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

---

## QUALIFICATIONS

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.

- **Education and/or Experience:** Bachelor's degree (B.A.) or equivalent from four-year college or university or at least one year related experience and/or training or equivalent combination of education and experience. Master's degree (M.A.) in Special Education or equivalent strongly preferred. Must be highly qualified under the reauthorized ESEA. Prior successful experience teaching and counseling adolescent students strongly preferred. Prior experience coordinating and supporting 504 programs strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with, teach, and counsel adolescent students with special needs.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read, analyze, and interpret complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to students.
- **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to respond to situations in a proactive manner. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet and word processing software, and spreadsheets including, but not limited to MS Word, MS Outlook, and Grade Keeper. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of

adolescent students. Possesses knowledge of effective behavior management methods. Ability to meet time lines and exercise good judgment while working in a dynamic environment.

- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current highly qualified requirements under the reauthorized ESEA. Must have a valid teacher's license and subject specific endorsement(s) through the Teachers Standards and Practices Commission (TSPC), CPR/First Aid card and Oregon Driver License.

---

### PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

### Work Environment

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.

The work environment combines a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard classroom setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens.

---

### OTHER

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

**Signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_