BENJAMIN FRANKLIN HIGH SCHOOL
AT THE KATHERINE JOHNSON CAMPUS

Job Title	Special Education & Section 504 Coordinator	Classified	11 months
Department	Faculty, Student Supports		
Supervisory Reporting	Dean of Student Supports		
Works closely with	Administrative Team, Leadership Team, Faculty, Staff, Students, & Families		

Professional Expectations

- Professional development - show initiative in increasing present skills and learning new ones.
- Dependability - on time and on task throughout the day, and complete tasks in a timely manner.
- Cooperativeness - positive attitude with others; cooperative and helpful with co-workers; fosters an open and trusting work environment.
- Professionalism - maintain appropriate boundaries with students; dress appropriately; maintain confidentiality; use appropriate channels of communication to express concerns; accept responsibility.
- Adaptability - accept and apply constructive feedback; demonstrate flexibility to meet new needs or challenges, and to incorporate new ideas; suggest better ways to do things.
- Communication skills - respond in a timely manner to phone and email messages; communicate effectively with staff, students, and parents; listen carefully and ask questions when needed; clear and accurate verbal and written communication.
- Decision making/problem solving - make sound and timely decisions by analyzing facts; reach logical conclusions by use of foresight and planning; independent, but seek help from the right source when appropriate; prompt response to safety and security concerns.
- Commitment to Diversity, Equity, and Inclusion - demonstrate in personal actions and decision making, and in interactions with colleagues and students, the ability to create, promote, and maintain a safe and positive environment for all students and employees, regardless of race, religion, religious belief, sexual orientation, gender or gender identity, and socio-economic status; call out violations of the DEI policy when encountered.
- Service to Franklin - act as an ambassador in any setting, supporting both the school's mission and handbooks; support students in both the context of the job and involvement in their extra-curricular and co-curricular activities.

Job Summary

The Special Education Teacher & Section 504 Coordinator plays a vital dual role in advancing inclusive education and ensuring legal compliance at our school. Reporting to the Dean of Student Supports, this educator provides specialized instruction to students with disabilities and leads the implementation and monitoring of Section 504 plans. The position balances teaching responsibilities, compliance documentation, and case management with collaborative leadership among teachers, service providers, and families. The individual ensures high standards of academic achievement, equity, and access for all students through data-driven support, meaningful partnerships, and a commitment to inclusive practices.

Job-Specific Expectations

Special Education Instruction and Compliance
- Provide direct or resource instruction, accommodations, and modifications to students with IEPs, using evidence-based strategies tailored to student needs.
- Serve as case manager for a caseload of students with IEPs: draft and revise IEPs, schedule and facilitate IEP meetings, and maintain compliance with all federal, state, and district timelines.
- Collect and analyze academic and behavioral data to inform IEP goals and instructional practices.
- Collaborate with general education teachers to ensure appropriate implementation of accommodations, modifications, and co-teaching practices.
- Maintain accurate records in the SER system and PowerSchool, and support monitoring and audits.

Homebound Instruction Monitoring
- Coordinate and monitor academic support for students approved for homebound services, ensuring instructional continuity and compliance with district and state policies. Track student engagement and communicate progress with the student support team and relevant stakeholders.
- Serve as the liaison between classroom teachers, families, homebound instructors, and school leadership to ensure timely delivery of assignments, assessments, and instructional updates.

Section 504 Coordination
- Coordinate the school's Section 504 processes, including student referrals, evaluations, eligibility meetings, plan development and meetings, and annual reviews.
- Ensure that all Section 504 documentation is completed accurately and in compliance with applicable laws and policies.
- Train and support faculty in implementing 504 accommodations effectively within the classroom setting.
- Maintain the school's 504 files and documentation systems in alignment with district and state expectations.

Collaboration & Family Engagement
- Partner with the Dean of Student Supports and student services team to ensure alignment and integration of services across SPED, MTSS, SAT, and Section 504 systems.
- Actively participate in MTSS, SAT, IEP, and 504 meetings; lead SAT meetings to support early intervention and collaborative problem-solving for students with academic, behavioral, or social challenges.
- Communicate regularly with families and coordinate with related service providers (e.g., speech, OT, counseling) to support service delivery, progress updates, and student success.

Professional Development and Coaching
- Participate in and help deliver professional development related to inclusion, accommodations, differentiation, and legal compliance.
- Support general education staff in the effective implementation of IEP and 504 plans within instructional practices.
- Stay current with developments in special education law, instructional strategies, and trauma-informed practices.

School-Wide Contributions
- Collaborate with leadership and instructional teams to ensure all students, including those with disabilities, are supported in achieving high academic standards.
- Support school events, student initiatives, and parent engagement activities as part of the broader student support vision.
- Assist with preparation for audits, site visits, and annual reviews as requested by the Dean of Student Supports or Principal.