

WAVERLY COMMUNITY SCHOOLS

Position Announcement

Job Title:	District 504 and Child Study Team Coordinator		
Location:	Waverly Community Schools	Start Date:	Immediate
Salary Range/ Level:	\$47,525 - \$88,387 - As per the salary schedule contained in the WEA Master Agreement	Terms of Employment	School Year
Date Posted:	September 3, 2025	Application Deadline:	September 14, 2025
Application Process:	A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u>. (See application instructions at WEA District 504 Child Study Team Coordinator 2025-26) Resume and cover letter may be: • Attached within the online application (preferred) • Faxed: (517) 321-8577 • Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917		

Job Description

JOB SUMMARY

The 504 Coordinator & Child Study Team (CST) Facilitator is responsible for overseeing and implementing Section 504 accommodations for eligible students and coordinating the Child Study Team process to identify and support students who may require additional academic, behavioral, or social-emotional interventions. This role requires strong collaboration with teachers, administrators, parents, and external professionals to ensure compliance with federal and state regulations while supporting student success.

ESSENTIAL JOB FUNCTIONS

Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:

In coordination with the Director of Teaching and Learning, the District 504/CST Coordinator's duties shall be to:

- Oversee the implementation of Section 504 plans to ensure compliance with federal and state laws.
- Facilitate 504 eligibility meetings, plan development, and annual reviews.

- Maintain accurate records of student accommodations, evaluations, and progress.
- Train and support teachers and staff in understanding and implementing 504 accommodations.
- Serve as the point of contact for parents/guardians regarding 504-related inquiries.
- Monitor students' progress and make plan adjustments as needed.
- Coordinate with staff that administer 504 accommodations.
- Input assessment accommodations for state testing
- Lead and facilitate Child Study Team meetings to identify students in need of intervention.
- Collaborate with teachers and support staff to develop Multi-tiered Systems of Support (MTSS)
- Gather and analyze student data to inform intervention decisions.
- Coordinate referrals for special education assessments if needed.
- Communicate with parents regarding intervention plans and next steps.
- Maintain confidential documentation of CST meetings and student progress
- Report on progress to Building Principals, the Director of Teaching and Learning and the Director of Student Services
- Communicate and collaborate with staff regularly
- Represent Waverly Community Schools at any event in a positive way
- Other duties as assigned.

QUALIFICATIONS

Education and Experience:

- Bachelor's Degree
- Valid Michigan Teaching Certification or Counseling License
- Minimum 5 years of experience in education, student support services, or related fields

Preferred Qualifications:

- Experience conducting student evaluations and developing intervention plans
- Specialized training or preparation in the areas of assessment systems (including but not limited to SWIS, NWEA, FastBridge, MIPSE, M-STEP, PSAT, SAT, etc)
- Specialized training or preparation in the areas of Multi-Tiered Systems of Support
- Specialized training or preparation in the areas of Section 504 or Individual Education Plans (IEP).
- Background in counseling, psychology, or behavioral support is a plus.
- Instructional leadership experience
- Experience delivering presentations and training

Knowledge, Skills and Abilities:

- Section 504 regulations and disability accommodations.
- Multi-Tiered System of Supports (MTSS) and Response to Intervention (RTI).
- Special education referral processes and intervention strategies
- Demonstrated leadership in working with staff and administration
- Experience in effectively facilitating goal-oriented team meetings
- Experience leading school and district initiatives

- Exceptional organizational skills
- Ability to problem-solve around problems of practice
- Demonstrated ability to communicate effectively
- Demonstrated ability to work with students/parents in a large urban district
- Demonstrated respect for confidentiality
- Demonstrated excellent computer skills
- Demonstrated evidence of Waverly Community Schools values, mission, and vision
- Demonstrated competence to maintain accurate records
- Demonstrated willingness to grow professionally

ADA REQUIREMENTS

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

Notice of Non-discrimination

Non-Discrimination

The Waverly Community Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.

Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [\(517\) 319-3031](tel:5173193031) or msavage@waverlyk12.net.