



## Job Description

### 504 District Coordinator

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**Employment Status:** Part-Time

**FLSA Status:** Non-Exempt

**Calendar:** 205 Days

**Experience Required:** Five (5) years related experience.

**Minimum Education Requirements:** Master's degree in related field.

**Department:** Other Pupil Services.

**Direct Supervisor:** Director of SPED and Student Services.

**Supervisory Responsibility:** Direct (0); Indirect (0)

**Primary Work Location:** Central Office-Office setting.

**Certification:** Proper certificate in related field.

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**Job Summary:** Coordinates the district's compliance with its responsibilities under Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination against students with disabilities and requires their needs be met.

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#### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Ensure Federal Compliance for Section 504 including identification, evaluation, and implementation.
- Determine eligibility for students for the entire District.
- Responsible for knowing the law and keeping up with changes to the law and legal trends with 504 decisions and sharing those changes with Building Coordinators and Administration; attend legal training.
- Oversees district level oversight and training of Building 504 Coordinators and Administrators to correct processes.
- Create and keep District 504 documents updated; maintain system and records for due dates to ensure compliance.
- Approve and confirm that all 504 eligibility decisions are accurate, compliant, and carefully documented.
- Oversee Annual 504 Reviews and 3-year Re-Evaluations.
- Collaborate with building staff for appropriate and meaningful classroom accommodations.
- Work with nurses to develop Health Plans when warranted.
- Conduct Manifestation Determination Meetings as needed.
- Meet with parents to explain 504 processes.
- Attend initial 504 meetings for students or annual review meetings as requested by building staff administration and or parents.
- Meet weekly with new Building Coordinators or high-volume buildings.
- Meet monthly with returning Building Coordinators or lower volume buildings.
- Meet quarterly with Administrators
- Perform other duties as assigned.



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#### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### **Knowledge**

- Requirements under state and federal disability discrimination laws, regulations, and guidance.
- Develop a working knowledge of current laws, regulations, and guidelines related to disability discrimination in public schools, including Section 504, Title II of the ADA.
- Special education compliance standards and indicators, including eligibility criteria for all disability categories.

#### **Skills**

- Strong written and oral communications and relational skills.
- Strong organizational and records management skills.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

#### **Abilities**

- Advise the district about its policies, procedures, and practices.
- Investigate complaints alleging violations of Section 504/ADA, discrimination based on disability, and disability harassment.
- Attend ongoing training.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Effectively welcome and embrace differences among employees and citizens.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

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# Job Description

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### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date