



## 504 Process Coordinator

### Purpose Statement

The job of 504 Process Coordinator is done for the purpose/s of ensuring district compliance with state and federal requirements for 504; coordinating assigned 504 program components and related activities; providing information to others; and implementing and maintaining services within established guidelines and standards.

### Essential Functions

- Collaborates with district personnel and others (e.g. parents, staff, community, etc.) for the purpose of implementing and maintaining services and/or programs.
- Develops training to assist 504 case managers with online documentation tools for the purpose of navigating and creating plans.
- Facilitates meetings and processes (e.g. transition among buildings, grade levels, etc.) for the purpose of implementing and maintaining programs and services which provide accommodations for students meeting eligibility under Section 504.
- Monitors and reviews Section 504 documentation for the purpose of ensuring compliance with established legal requirements including 504 FAPE plans, success plans, etc.
- Oversees a variety of manual and electronic files and/or records (e.g. evaluation reports, services plans, manifestation determinations, updating District 504 manual, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Prepares a wide variety of written materials such as monthly meeting agendas for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information on a variety of topics for the purpose of communicating information and/or gaining feedback.
- Researches a variety of topics for the purpose of providing information and/or recommendations and/or addressing a variety of program and legal requirements.
- Supports counselors to compile data and write evaluation reports for the purpose of determining eligibility for Section 504.

### Other Functions

- Acts as a liaison for the purpose of facilitating communication concerning the 504 process and the local, regional and state professional groups.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### Job Requirements: Minimum Qualifications

#### **Knowledge, Skills and Abilities**

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: special education identification process and procedures outlined in the Missouri State Plan and local compliance plan.

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; facilitating meetings;

planning and managing projects; and preparing and maintaining accurate records.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; adapting to changing work priorities, communicating with diverse groups; setting priorities; building collaborative relationships; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within specialized field is required.

**Education:** Master's degree in job related area.

**Required Testing**

None Specified

**Certificates and Licenses**

Certification in at least one area of education or related area and knowledge of 504 process requirements.

**Continuing Educ./Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

03/07/2019

**Pay Grade**

See Certificated Salary Schedule

**Revised Date**