

CERTIFIED STAFF JOB DESCRIPTION

District 504 Coordinator

Reports to: Executive Director of Special Services

General Summary: Direct the planning, implementation, and evaluation of the district's compliance with state and federal laws prohibiting disability discrimination with regard to Section 504 in accordance with district policies and procedures.

Essential Functions:

- 1) Facilitate & effectively communicate district policies and procedures related to Section 504/ADA and ensure they are applied consistently across the district at each school building.
- 2) Coordinate revisions to district policies and procedures related to Section 504/ADA, as necessary, to ensure they are up to date and consistent with current requirements under these laws.
- 3) In coordination with the District's Compliance Officer, regularly review district and building publications to ensure they include a consistent nondiscrimination statement with all the necessary protected classes and the name (or title), phone number and address of the district's Section 504 Coordinator.
- 4) Participate in building/district Section 504, Student Success Teams (SST), and Process Coordinator meetings as needed.
- 5) Collect and maintain all Section 504 data, such as Section 504 plan, evaluation reports and related records, lists of eligible students, discipline records, etc.
- 6) Review and process school-based student 504 accommodation transfers and requests.
- 7) Facilitate translation of documents where necessary and arrange for oral translators.
- 8) Provide responsive, sensitive and timely customer service.
- 9) Develop a systematic process for monitoring both district- and building-level compliance with Section 504 requirements, including, but not limited to:
 - a) Child find responsibilities.
 - b) Parental consent before all initial evaluations and initial placements.
 - c) Written notice to parents, including notice of procedural safeguards, before any actions are taken regarding identification, evaluation, or placement under Section 504.
 - d) Team-based decision-making regarding evaluation and placement of students under Section 504.
 - e) Monitor district- and school-level recordkeeping practices for 504 plans.
 - f) Oversee and manage the 504 budget in consultation and approval of the Executive Director of Special Services.
 - g) Resource the needs of schools through purchase of equipment and assignment of personnel in keeping with the student's 504.
 - h) Ensure compliance with Manifestation Determination requirements for disciplinary changes are in placement under Section 504.

- i) Coordinate training for building-level Section 504 designees and ensure they are informed of their job responsibilities.
 - j) Coordinate yearly reviews and re-evaluations, every three years, of all students who are eligible under Section 504.
- 10) Provide ongoing support and training to administrators and district-and building-level staff about requirements under Section 504/ADA, staff responsibilities, complaint procedures, and related district policies and procedures.
 - 11) Disseminate information and coordinate training for students and/or parents about their rights under Section 504/ADA and the district's complaint procedures.
 - 12) Ensure district compliance with Section 504/ADA status is published on district's website and meets all legal requirements.
 - 13) Receive and respond to inquiries from students, parents, staff, administrators, and others regarding Section 504/ADA, disability discrimination, and harassment on disability.
 - 14) Serve as a resource for administrators, district- and building-level staff, and Section 504 teams about Section 504/ADA and disability discrimination.
 - 15) Develop, communicate, and support school re-entry plans for students returning from acute hospitalizations or homebound instruction for reasons that may be related to as possible 504 protected disability.
 - 16) Ability to communicate well with oral and written language.
 - 17) Research state and federal laws and regulations, case law, court rules, and district policies regarding the student disability law. Develop a working knowledge of current laws, regulations, and guidelines related to disability discrimination in public schools, including Section 504, as well as rules and guidelines of the U.S. Department of Education's Office of Civil Rights (OCR).
 - 18) Attend trainings on Section 504/ADA, such as those offered by MASA, the Office of Civil Rights (OCR), and the Southwest Missouri Area 504 Coordinators, and share information with district administration and school counselors.
 - 19) Other duties as assigned by Assistant Superintendent/District Superintendent.

Qualifications:

1. **Education level** –Masters degree in Education, Curriculum, or Administration required with a Specialist in Curriculum or Administration is preferred.
2. **Certification or Licensure** – Approved Missouri teacher certification required with special education certification or administrative certificate preferred.
3. **Experience desired** – Minimum of five (5) years of successful experience working in education in a leadership role of some type. Experience as a building administrator or within the area of special education is preferred.
4. **Other requirements** – Strong leadership and planning skills. Sensitivity to the needs and objectives of the school and the school district. Understand and support the district's Comprehensive School Improvement Plan. Must successfully pass a background check and drug test that are satisfactory to the Board of Education.
5. **Physical Requirements/Environmental Conditions** - Requires prolonged sitting and standing; requires stooping, bending, reaching and lifting; requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials; must work in stressful and hectic environments; requires the ability to handle multiple tasks with frequent interruptions; may require some travel; requires physical and emotional endurance; must be able to work long and irregular hours; and requires regular and consistent attendance and physical presence at the job.

Evaluated By: Executive Director of Special Services
Length of Contract: 194 Days
Type of Position: Exempt

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the superintendent.

Board Approved: 03-10-2022