Adams 12 Five Star Schools

Job Description

Prepared/Revised: **July 2026**

Job Title:	**Section 504 Coordinator**	Job Code:	**070416**
Job Family:	**Certified**	FLSA Status:	**Ex – P**
Pay Program:	**Administrative**	Pay Range**:**	**L12**
Work Year:	**10 months**		

SUMMARY: Oversee service delivery to students under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Implement district procedures for federal mandates regarding 504. Build capacity of staff who coordinate and manage Section 504 plans in order for them to provide appropriate accommodation and related services for students with disabilities. Provide training and technical assistance to building level staff and administration. Responsible for efficient use of Section 504 budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide ongoing collaboration and coaching for Section 504 coordinators and school leadership. Consult with district administrators, school-based Section 504 coordinators, teachers, staff and parents in determining appropriate accommodations and related services for students with disabilities. Develop and train Section 504 coordinators and school leadership in any new Section 504 district procedures and federal regulations as they are released.	D	25%
2. Develop, maintain, and update as necessary, processes, and procedures for identifying students in need of accommodations and services under Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA). Monitor compliance with federal, state, and local regulations related to Section 504.	D	20%
3. Maintain files of students with Section 504 accommodation plans using the district's student information technology systems. Ensure appropriate professional development and quality programming for students by reviewing and evaluating documents and Section 504 Accommodation Plans in accordance with district procedures and federal regulations. Develop and provide training and technical support for the district's student information technology system as it relates to Section 504. Ensure that FERPA, confidentiality, and Section 504 Records requirements are met in accordance with district policy 5300.	D	15%
4. Perform data collection and analysis related to Section 504 plans.	W	15%
5. Manage budget for resources, supplies, materials, equipment, and training related to Section 504. Work closely with SSS Homebound Coordinator on services for students with a Section 504 accommodation plan who qualify for home-based instruction.	W	10%
6. Collaborate with other district departments to ensure accurate and up-to-date Section 504 information is published and accessible for community stakeholders and district staff. Develop district-wide forms and informational guides for district personnel and parents regarding Section 504, and ADA including federal, state, and local compliance parameters. Ensure materials are up to date.	M	5%
7. Investigate and, when appropriate, mediate disputes on disability related matters. Collaborate with district legal staff as necessary.	Ongoing	5%
8. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in related field.
- Minimum of three (3) years of related experience required.
- School administrative experience preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado principal's license or Special Education Director License preferred or must be obtained within 12 months of hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent interpersonal relations skills.
- Strong oral and written communication skills.
- Strong decision making, problem solving, analytical, and organizational skills.
- Ability to promote and follow Board of Education policies, District policies, building, and department procedures.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards, and training in the areas of data quality, data privacy and cybersecurity with respect to student and staff data, and related information systems.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within (2) months after entering position.
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, fax machines, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	MTSS Director	50401

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	No direct reports		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for the efficient use of the Section 504 budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 accommodation may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands and fingers to handle and/or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	