

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Section 504 Programs Coordinator

Schedule / Grade: Salaried Support Staff/6

Job Code: 94COORD233

FLSA: Exempt

Calendar: 225 Day

Benefits: Eligible (Retirees not Eligible)

Contract Type: ADMIN

Bargaining Unit: None

Revised Date: 09/21/2026

PURPOSE

The Coordinator of Section 504 is responsible for overseeing the identification, development, and implementation of Section 504 plans to ensure students with disabilities have equitable access to education. This role involves collaborating with staff and families to determine eligibility, create and monitor accommodations, and provide training on Section 504 requirements and best practices. The coordinator ensures compliance with federal and state regulations, maintains accurate documentation, and fosters a collaborative approach between schools, families, and service providers. Through strong leadership and communication, the Coordinator of Section 504 supports inclusive practices and safeguards students' rights.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Develops, continually revises and ensures the implementation of consistent Section 504 procedures.
- Provides ongoing training and support to district staff regarding Section 504 and the implementation of the Section 504 procedures.
- Assists building teams in the development, implementation and monitoring of 504 plans.
- Serves as a resource to district administrators and building level 504 coordinators and teams regarding Section 504 issues.
- Interprets test results, results of psychiatric/psychological evaluations and/or medical evaluations to Section 504 team.
- Maintains current knowledge of state and federal legislation related to education, including special education and Section 504; enhances personal knowledge through participation in case conferences, professional development activities, professional organizations and meetings.
- Ensures compliance with 504 procedures.
- Collects and maintains all Section 504 data (504 plans and lists of eligible students).
- Serves as a daily resource to district administrators, building level teams, and community members regarding Section 504 issues.

- Serves as the school district's liaison to the Office of Civil Rights (OCR complaint resolution and corrective action plan implementation).
- Advises the district regarding Section 504 compliance issues and needs.
- Coordinate summer school hiring and accommodations for students with disabilities attending regular summer school.
- Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>

REPORTING RELATIONSHIPS

Reports To: Executive Director of Special Services
Supervises: NA

QUALIFICATIONS

Minimum: Master's degree with relevant experience to special education and/or Section 504.

Preferred: Five years' experience.

Ideal candidate will have successful experiences which demonstrate effective interpersonal skills and ability to lead conflict resolution in critical situations. Additionally, must have a solid understanding of 504 compliance and laws, regulations and guidelines pertaining to the special need's population, local school organization and community resources.

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, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Read and interpret documents; Write routine reports; Communicate instructions to employee's Present information to staff and administrators; Respond appropriately to questions; Keep information confidential as required by law, policy, or the nature of a particular situation

Computation: Apply concepts such as fractions, percentages, ratios and proportions to practical situations; Work with mathematical concepts, such as probability and statistical inference, and analyze data; Demonstrate the analytical skills necessary to resolve complex situations

Reasoning: Solve a variety of problems in many different situations; Interpret instructions presented in written, oral, diagram or schedule form; Demonstrate executive functions such as planning, organizing, remembering, and regulating information; Receive and resolve complaints; Define problems, collect data,

establish facts and draw valid conclusions; Demonstrate a high degree of accuracy, confidentiality, timeliness, and logic

Technology: Demonstrate strong computer skills including word processing, and working with spreadsheets and databases; understand and submit online reports; Learn new systems and software

Physical demands: Requires sedentary work involving standing or walking for brief periods, lifting up to 10 pounds on a regular basis, and considerable dexterity in operating office equipment; Consistent and regular attendance is an essential function of this position

Sensory: This position requires normal visual acuity and field of vision, hearing and speaking.

Other Skills: Demonstrate strong interpersonal and non-verbal communication skills; Demonstrate strong written and oral communication skills; manage multiple tasks simultaneously; Maintain collegial working relationships with staff

Attendance: Consistent and regular attendance is an essential function of this position.

Environmental conditions: The work environment is consistent with a typical office environment; however, they will occasionally be outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer