

Position:	District 504 Coordinator
Reports to:	Director of Student Services
Employment Status:	Regular/Part-time
FLSA Status:	Exempt
Description:	Oversee creation and implementation of all district 504's. Provide consultation concerning 504 services
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Facilitates the implementation of the school board approved Section 504 Policy
- Develops, continually revises and ensures the implementation of consistent 504 procedures.
- Collects and maintains all Section 504 data (504 plans and lists of eligible students) for reference purpose
- Works directly with the special education and regular education teacher to develop appropriate programming for individual students
- Acts as a liaison between the special education teachers and the Building Principal in interpreting the 504 program within each building
- Assists the Building Principal in resolving in-building program difficulties for children with diverse learning needs
- Provides training and support to district staff regarding 504 and the implementation of 504 procedures.
- Consults with regular education teachers regarding alternative educational techniques and modification of classroom environment, as necessary, to maximize accommodations of students receiving Section 504 support within the regular classroom setting
- Assists in the development of program implementation procedures that will meet state and federal mandates and fulfill established education program goals
- Provides ongoing training and support to district staff regarding Section 504 and the implementation of the Section 504 procedures.
- Ability to assess needs of students
- Compiles and maintains records and prepares reports as required
- Keeps informed of all legal requirements governing handicapped programs
- Assists in the coordination of related services (OT, PT and Speech), regular classroom integration and/or the provision of resources for students with disabilities after a 504 Plan is developed
- Participates in the evaluation team and conducts components of the evaluation where necessary and appropriate
- Consults with regular classroom teachers regarding students who are experiencing possible referral
- Assists in development of instructional and/or behavioral techniques to maximize accommodation of 504 students within the regular classroom setting
- Develops, in consultation with the Building Principals and Director of Student Services, schedules for parent and annual review conferences
- Respond to routine questions and requests in an appropriate manner
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student 504's, testing information, and student and staff information
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required
- Performs other duties as required

Other Duties and Responsibilities:

- Perform other duties as assigned by the Director of Student Services

Qualifications:

- Bachelor's Degree in Education related field
- Three or more years related experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Knowledge of IDEA and preschool rules
- Knowledge of academic area and teaching methodology specific to special needs students
- Basic computer skills
- Maintain complete and accurate records
- Ability to work in team environment

Equipment Operated:

- Telephone
- Computer/printer
- Copier
- Fax machine

Additional Working Conditions:

- Daily interaction among students and parents
- Occasional requirement to lift, carry, push and pull various items up to a maximum of 25 pounds
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Frequent requirement to travel, both daily and overnight
- Occasional weekend/evening/summer work
- Occasional exposure to blood, bodily fluids and tissue

Evaluation:

1. Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Teaching Personnel

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Approved by: Norton City Board of Education

Adoption date: May 8, 2023