

## COORDINATOR, SECTION 504

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<b>TITLE:</b>	Coordinator, Section 504
<b>REPORTS TO:</b>	Compliance Officer
<b>SUPERVISES:</b>	N/A
<b>JOB FUNCTION:</b>	Provide leadership and coordinates the district's Section 504 program to ensure compliance

### PERFORMANCE RESPONSIBILITIES:

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- Monitors all active Section 504's in the district to ensure compliance and meet district obligations
- Facilitates training of all school administrators annually with Section 504 updates and serves as support to schools when needed
- Rewrites/updates the district Section 504 guide and provides updates to all administrative levels
- Serves as a resource for Section 504 Chairpersons and other staff members
- Provides updates to Section 504 materials to appropriate administrators for inclusion in district procedure publications
- Monitors national trends to ensure correct and up to date Section 504 implementation
- Answers inquires and prepares chronologies for the Office of Civil Rights on behalf of the district
- Performs other duties as assigned by Supervisor
- Maintain regular attendance
- Develop and maintain a positive rapport with families and staff

### PHYSICAL DEMANDS:

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights no more than one-third of body weight, not to exceed 50 pounds

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### KNOWLEDGE AND ABILITIES:

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#### KNOWLEDGE OF:

- Principles and procedures associated with specific program.
- Knowledgeable or able to locate information from local, state and federal departments.
- District department-school site relations.
- Encourage involvement in the educational process.
- Preference to individuals with experience in writing and obtaining grants.
- Preference to individuals who understand and have specific experience with these types of programs.

#### ABILITY TO:

- Communicate with others and build positive, trusting and effective interpersonal relationships.
- Make recommendations and decisions and be responsible for those decisions.
- Communicate effectively both orally and writing.

### EDUCATION AND EXPERIENCE:

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- Bachelor's degree in education
- Master's degree (preferred)
- Three (3) years of related experience
- Successful leadership experience
- Related experience (preferred)

