

Sample Section 504 Coordinator Job Description

Duties and Responsibilities:

- Facilitates the implementation of the school board approved Section 504/ADA policy.
- 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.
- Collects and maintains all Section 504 data (504 plans, lists of eligible students, discipline records) for future reference.
- Continually monitors the reduction of architecture barriers for individuals with disabilities.
- Facilitates the provision of reasonable accommodations for district employees with disabilities.
- Serves as a daily resource to district administrators, building level teams, and community members regarding Section 504/ADA issues.
- Coordinates Section 504 /ADA grievance procedures.
- Serves as the school district's liaison to the Office for Civil Rights. (OCR complaint resolution and corrective action plan implementation).
- Advises the district superintendent and school board regarding Section 504/ADA compliance issues and needs.

Sample Section 504 Building Designee Job Description

Duties and Responsibilities:

- Maintains compliant building records and documentation for all eligible students and provides copies to the District Section 504 coordinator.
- Ensures the implementation of Section 504 procedures in the building.
 - Coordinates referrals
 - Determines appropriate 504 team composition
 - Facilitates evaluation/eligibility determination
 - Provides notices and consents
 - Develops 504 plans
 - Monitors the implementation of 504 plans
 - Schedules annual reviews of each 504 student
 - Assures that 504 plans move with the student to the next level or new school
- Serves as a daily resource to the building administrators, teachers, and community members regarding section 504 issues.
- Advises the school administrator regarding discipline issues and procedures for Section 504 eligible students being considered for suspension or expulsion.
- Serves as a liaison between the school building and other District staff regarding Section 504 issues.
- Attends periodic District Section 504 training meetings.