**SECTION 504 COORDINATOR**

**Background and Sample Position Description**

This document gives a brief background to the position of a *Section 504 Coordinator* and provides a sample job description you may use as a template.

**Background**

Under [Section 504](https://www2.ed.gov/about/offices/list/ocr/504faq.html) of the Rehabilitation Act of 1973, each school district that receives federal financial assistance must designate at least one employee to coordinate the district’s compliance with its responsibilities under Section 504. If a district has 50 or more employees, it must also designate at least one employee to coordinate the district’s compliance with Title II of the Americans with Disabilities Act (ADA). Most school districts designate one employee to serve both of these roles. This document only covers Section 504.

**What are the responsibilities of a Section 504 coordinator?**

While school districts may assign additional responsibilities, a 504 Coordinator will typically:

* Ensure the school district’s nondiscrimination statements, access information, grievance procedures and other disability-related policies are up-to-date, posted, and distributed as required
* Ensure that services, activities, and facilities are accessible to and usable by persons with disabilities
* Ensure staff understand their responsibilities under Section 504
* Ensure all responsible employees are trained to report potential discrimination based on disability
* Ensure there is a system in each school building for responding to 504 concerns in a timely and appropriate manner
* Establish consistent district-wide procedures for notification of rights, referral, evaluation, planning, and implementation for students with disabilities under Section 504
* Stay informed about developments in both educational interventions and legal requirements for students with disabilities under Section 504 and provide training to other staff in these areas
* Be responsible for the district’s 504 complaint process/grievance policy, including ensuring prompt and impartial investigations occur and notifying complainants of the outcomes
* Ensure that disability-related notices are provided to Limited English-speaking parents of students with disabilities in the parents’ native language by translation or documented oral interpretation
* Coordinate responses to OCR investigations
* Collaborate with other district professionals who share overlapping responsibilities

The district should document that it has communicated these responsibilities to the Section 504 Coordinator. One way of accomplishing this is to have the Section 504 Coordinator sign and date their job description.

The Section 504 Coordinator should be sufficiently knowledgeable about the requirements under state and federal disability discrimination laws, regulations, and guidance to advise the district about its policies, procedures, and practices and to investigate complaints alleging violations of Section 504.

The school district should ensure that the Section 504 Coordinator receives appropriate and ongoing training. The district should clearly communicate the responsibilities and expectations of the position with the Section 504 Coordinator, and should provide them with the time and resources needed to effectively perform these duties.

**Sample Section 504 Coordinator Job Description**

Note: If the Section 504 Coordinator also serves as the district’s Title II Coordinator, Civil Rights Compliance Coordinator, or Title IX Coordinator/Officer, please see the sample job descriptions for these roles for additional responsibilities.

**Sample Section 504 Coordinator Job Description**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Primary purpose of this position:**

The Section 504 Coordinator is responsible for monitoring and implementing the district’s compliance with state and federal laws prohibiting disability discrimination, to prevent discrimination against students, employees, and others of the basis of disability, and to ensure compliance with all procedures and procedural safeguards required under Section 504.

**Responsibilities**

* Ensure the school district’s non-discrimination statements, access information, grievance procedures and other disability-related policies are up-to-date, posted, and distributed as required;
* Ensure that services, activities, and facilities are accessible to and usable by, person with disabilities;
* Ensure staff understand their responsibilities under Section 504;
* Ensure all responsible employees are trained to report potential discrimination based on disability;
* Ensure there is a system in each school building for responding to 504 concerns in a timely and appropriate manner;
* Establish consistent procedures, district-wide, for notification of rights, referral, evaluation, planning and implementation for students with disabilities under Section 504;
* Stay informed about developments in both educational interventions and legal requirements for students with disabilities under Section 504 and provide training to other staff in these areas;
* Be responsible for the district’s 504 complaint process/grievance policy, and ensure prompt and impartial investigations occur and that complainants are notified of the outcomes;
* Ensure that disability-related notices are provided to Limited English-speaking parents of students with disabilities in the parents’ native language by translation or documented oral interpretation;
* Coordinate responses to OCR investigations;
* Collaborate with other district professionals who share overlapping responsibilities.

**Knowledge and Skills Required**

* A working knowledge of current laws, regulations, and guidelines related to disability discrimination in public schools, including Section 504, as well as rules and guidelines adopted by the Oregon Department of Education and the U.S. Department of Education’s Office for Civil Rights (OCR).

**Preferred Qualifications**

Candidates who are the most competitive will possess the following background, skills, and experience:

* training and knowledge of educational laws, specifically civil rights in education, or professional‐level experience investigating or auditing civil rights laws in educational institutions
* excellent verbal and written communication skills
* strong interpersonal skills and the ability to work with diverse constituents, including children, parents, faculty, staff, and institution administration
* ability to demonstrate initiative and exercise consistent good judgment
* ability to manage highly sensitive and confidential information
* strong organizational skills and ability to prioritize tasks, manage multiple deadlines, and work independently

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**Signature of Section 504 Coordinator Date**

**Sample Section 504 Building Designee Job Responsibilities**

* Maintain building records and documentation for all students eligible under Section 504 and provide copies to the district Section 504 Coordinator
* Ensure the implementation of Section 504 procedures in the school building, including:
* Coordinating referrals
* Determining appropriate Section 504 team composition and participating on Section 504 teams as needed
* Facilitating Section 504 evaluations and development of Section 504 plans
* Providing notices and documenting parental consent
* Distributing Section 504 plans to appropriate staff
* Monitoring the implementation of Section 504 plans
* Scheduling annual reviews of each Section 504 plan
* Scheduling period re-evaluations of all students eligible under Section 504 at least every three years
* Assuring that Section 504 plans move with the student to the next grade level and to new schools
* Coordinating training of building staff on Section 504 requirements
* Conducting manifestation determinations when required for students eligible under Section 504
* Serve as a daily resource to the building administrators, teachers, and staff regarding Section 504
* Serve as a liaison between the school building and other district staff regarding Section 504 issues
* Maintain contact with the district Section 504 Coordinator and request assistance and training when needed
* Attend periodic district Section 504 trainings as needed to stay informed about current district requirements to comply with Section 504