**ADA/Title II COORDINATOR**

**Background and Sample Position Description**

This document gives a brief background to the position of an *ADA/*[*Title II*](https://www.ada.gov/ada_title_III.htm) *Coordinator* and provides a sample job description you may use as a template. This position is sometimes referred to as an ADA coordinator, Title II coordinator, or ADA/Title II coordinator. Many Districts opt to combine this position with the 540 Coordinator position.

**What are the responsibilities of a Title II coordinator?**

The ADA/Title II coordinator is responsible for coordinating the efforts of the school district to comply with Title II and investigating any complaints that the district has violated Title II. The name, office address, and telephone number of the ADA/Title II coordinator must be provided to interested persons.

While school districts may assign additional responsibilities, an ADA/Title II coordinator will typically:

* Ensure the school district’s nondiscrimination statements, access information, grievance procedures, and other Title II 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 Title II of the ADA
* Ensure all responsible employees are trained to report potential discrimination based on disability
* Establish consistent district-wide procedures for notification of rights, referral, evaluation, planning, and implementation for Title II
* Stay informed about developments in both educational interventions and legal requirements for people with disabilities and provide training to other staff in these areas
* Be responsible for the district’s Title II complaint process/grievance policy, including ensuring prompt and impartial investigations occur and notifying complainants the outcomes
* Ensure that all Title II and civil-rights related notices are provided in languages of the community;
* 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 ADA/Title II Coordinator. One way of accomplishing this is to have the new Coordinator sign and date their job description.

The ADA/Title II 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 Title II.

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

**Sample ADA/Title II Coordinator Job Description**

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

**Sample ADA/Title II Coordinator Job Description**

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

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

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

**Primary purpose of this position:**

The ADA/Title II 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 Title II of the ADA.

**Responsibilities**

* Ensure the school district’s non-discrimination statements, access information, grievance procedures and other Title II 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 Title II of the ADA;
* Ensure all responsible employees are trained to report potential discrimination based on disability;
* Establish consistent procedures, district-wide, for notification of rights, referral, evaluation, planning and implementation for Title II;
* Stay informed about developments in both educational interventions and legal requirements for people with disabilities and provide training to other staff in these areas;
* Be responsible for the district’s Title II complaint process/grievance policy, and ensure prompt and impartial investigations occur and that complainants are notified of the outcomes;
* Ensure that Title II 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:

* familiarity with the state or local government’s structure, activities, and employees
* knowledge of the ADA and other laws addressing the rights of people with disabilities, such as Section 504 of the Rehabilitation Act, 29 U.S.C. § 794
* experience with people with a broad range of disabilities
* knowledge of various alternative formats and alternative technologies that enable people with disabilities to communicate, participate, and perform tasks
* ability to work cooperatively with the local government and people with disabilities
* familiarity with any local disability advocacy groups or other disability groups
* skills and training in negotiation and mediation
* organizational and analytical skills

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**Signature of Title II Coordinator Date**