

## Section 504 Building Designee Job Responsibilities

### 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, preventing discrimination against students, employees, and others based on disability, and ensuring compliance with all procedures and procedural safeguards required under Section 504.

### Knowledge and Skills Required

- A working knowledge or the ability to research current laws, regulations, and guidelines related to disability discrimination in public schools, including Section 504, as well as rules and guidelines adopted by the Colorado 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
- 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 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