

9.6.01

COORDINATOR OF SECTION 504/DYSLEXIA SERVICES

Reports To: Director of Special Services

Dept/Campus: Special Services

Wage/Hour Status: Exempt

Length of Contract: 113 days

PRIMARY PURPOSE:

Coordinate the district's Section 504/dyslexia services to ensure the provision of needed services for students with disabilities and compliance with all state, federal, and local requirements.

QUALIFICATIONS:

Education/Certification:

Bachelor's degree; Master's degree preferred
Administrative certification

Special Knowledge/Skills:

Knowledge of federal and state regulations pertaining to discrimination of individuals with disabilities
Knowledge and awareness of a broad range of student disabilities
Strong organizational, communication, and interpersonal skills
Patient and calm demeanor with students and others

Experience:

Three years teaching experience
Section 504 district/campus coordinator

The Board may find appropriate and acceptable alternatives to the above qualifications.

EVALUATION:

Coordinators employed by the district will be evaluated annually.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Demonstrate relentless commitment to academic achievement of all students.
2. Demonstrate effective customer service strategies to all district patrons.

JOB DESCRIPTION

Coordinator of Section 504/Dyslexia Services

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3. Foster collegiality and team building among staff; encourage their active involvement in the decision-making process.
4. Communicate and promote expectation for high-level performance from staff and students; hold staff and students accountable for high performance; recognize excellence and achievement.
5. Articulate a clear direction for all students and staff; articulate a positive image of the school district and school district personnel.
6. Provide leadership in collaborative processes to develop district-wide plans with staff, parents, and community members.
7. Assist with the implementation of the policies established by federal and state law, Arkansas Department of Education, and the local board policy in the area of Section 504/dyslexia services.
8. Monitor district compliance with Section 504/dyslexia services.
9. Guide and coordinate campus implementation of Section 504 procedures and dyslexia services.
10. Encourage and support the development and implementation of innovative instructional programs to achieve success for identified students.
11. Participate in Section 504/dyslexia committee meetings, as needed.
12. Assist in developing individualized accommodation plans.
13. Work with parents, campus personnel, and other central administrators to analyze and solve problematic situations involving students with disabilities.
14. Provide continuous staff development for all 504 campus coordinators and dyslexia therapists.
15. Keep informed about current trends and practices in instructional methods and technology; disseminate professional information and materials to appropriate Section 504/dyslexia staff.
16. Assist with compiling, maintaining, and filing all reports, records, and other documents related to Section 504 and dyslexia.
17. Promote a positive, caring climate for learning.

- 18. Employ effective interpersonal skills.
- 19. Exercise strict professional confidentiality.
- 20. Other duties as assigned.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress.

Physical Demands:

Frequent district-wide and state-wide travel; occasional prolonged and irregular hours

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee

Date

Supervisor

Date