

MAPLE RUN UNIFED SCHOOL DISTRICT
Job Description

Job Title: School 504 Coordinator
Location: BFA
Job Group: Professional Staff
Reports to: Principal

Summary: To provide 504 services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintain 504 services in compliance with established guidelines. Coordinate and provide an effective and efficient system of educational support services designed to meet the needs of assigned students and effectively promote the academic growth and achievement of student in the school setting.

Essential Duties and Responsibilities: Other *duties may be assigned.*

- Collaborates with internal and external personnel (e.g. other administrators, teachers, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining 504 services and programs.
- Compiles data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with organization polices/procedures and/or monitoring 504 program components.
- Facilitates 504 meetings for the purpose of identifying issues, developing recommendations and supporting other staff.
- Manages 504 plans and instructional opportunities for students, including components, support needs and materials for the purpose of delivering and creating effective delivery models and services which conform to established guidelines and exemplify best practices.
- Oversees activities pertaining to the 504 process for the purpose of ensuring that essential services are provided to students.
- Participates in, organizes and leads a wide variety of meetings for the purpose of providing and/or receiving information.
- Prepares a wide variety of often complex materials (e.g. plans, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations and/or providing supporting materials for requested actions.
- Researches a variety of topics required to manage 504 programs and services (e.g. relevant policies, new federal and state statutes, staffing requirements, financial resources, etc.) for the purpose of developing new programs/services, ensuring compliance with regulatory requirements, securing general information and/or responding to requests.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Coordinates, facilitates, administers and participates in some EST functions including

(but not limited to) meetings, developing referral processes, screening referred students, providing supplemental support and consulting services as requested.

- Effectively works with school counselors and nurses regarding changes in the student's educational support to ensure successful implementation.
- Distributes copies of the support plan to the appropriate faculty and effectively communicate any new/updated plans to both parents and teachers.
- Effectively communicates with school counselors when there is a change in a student's schedule.
- Creates, administers and maintains an efficient and effective centralized filing system of all 504/EST plans.
- Interprets both educational and EST findings to accurately determine 504/EST plan eligibility.
- Integrates current best practices, research and laws into the educational support system to ensure compliance with state and federal laws and to provide the most effective educational program for assigned students.
- Coordinates the transition of those students who will no longer need the support services and effectively re-assigns the case.
- Works with classroom teachers, school counselors and nurses to select, design/modify classroom services for students on 504/EST plans to promote effective education, adhering to accommodations as appropriate.

Supervisory Responsibilities: Plays a key role in training case managers how to implement and manage educational support plans.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: Bachelor's Degree in Education, Special Education or other appropriate discipline, plus three to four years of relevant teaching experience preferred (or a combination of education and experience from which comparable knowledge and skills are acquired). Working knowledge of VT Special Education Law and 504/117 Plans. Working knowledge of the Americans with Disabilities Act (ADA).

Certificates, Licenses, Registrations: Valid Vermont Professional Educator's license with a Special Education endorsement preferred, but other endorsements considered.

Language Skills: Ability to read, analyze, and interpret common educational and technical journals, periodicals and procedures and education regulations. Ability to respond to common inquiries or complaints from parents, regulatory agencies or members of the community. Ability to write reports, business correspondence and procedural manuals that conform to district, state and federal regulations. Ability to effectively present information to and respond to questions from administrators, parents, peers, board members and the general public.

Mathematical Skills: Ability to interpret and use test results by applying math concepts such as

standard error of measurement, bands of confidence, standard scores and percentiles. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to effectively resolve conflicts and handle stress in a creative manner (i.e. brainstorming, team meetings).

Computer Skills and Experience: Good basic computer skills and experience with word processing programs required. Experience with Microsoft Office preferred.

Other Skills and Abilities: Ability to effectively communicate and work cooperatively with a diverse group of individuals, including students, peers, subordinates, supervisors, parents and representatives of outside organizations.

***Physical Demands:** The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, walk, sit, kneel, bend, talk and hear. The employee is regularly required to use hands to finger, handle or feel. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel or crouch. The employee must occasionally lift, carry, move and or restrain school-aged children. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Employee is regularly required to handle stressful situations and resolve conflicts.

Emotional Demands: The individual must be able to work with others in a collegial and cooperative manner, model best behavior, must show above average interpersonal skills and follow directions of school leadership.

***Work Environment:** While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.*

Terms of Employment: Per the Master Agreement

Evaluation: Annually

Date: 5/28/19

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned and are performed by the individuals currently holding this position.