

South Burlington School District Job Description

Job Title: 504 Program Coordinator
Location: Buildings
Job Group: Non Union
Pay Level: Non-Exempt
Reports To: Principal /Director of Student Support Services

Summary: Under the direction of the Director of Educational Support Systems, the 504 Coordinator is responsible for the implementation and monitoring of the school's 504 program. Serves as a case manager by: monitoring 504 student progress; ensuring compliance needs are met; developing resources and cultivating best practice sharing through training, formal collaborative efforts, and informal support around eligibility, rights, timelines, and evaluations.

Essential Duties and Responsibilities:

1. Provides program administration by:
 - a. Overseeing the implementation of 504 school-based services.
 - b. Ensuring that applicable forms, data base and procedures comply with 504.
 - c. Providing annual, and as needed, training to building staff.
 - d. Providing accurate, accessible information about 504 to building staff.
 - e. Coordinating the transition of 504 students into and out of the school, as appropriate.
 - f. Provides on-site support to teachers and staff.
2. Serves as the 504 Student Case Manager by:
 - a. Coordinating the 504 process for eligible students.
 - b. Gathering necessary information for meetings.
 - c. Scheduling meetings, notifying appropriate team members, and sending parental meeting notifications. Includes periodic reviews, as indicated, on 504 plan.
 - d. Completing 504 related documents in the data base.
 - e. Providing copies of documents, including "Procedure Safeguards" to parents, sends to Director of Education Support System's Office and puts in student's cumulative file.
 - f. Providing 504 plan content and accommodation information, including when the student's schedule/classes or accommodations change, to assigned teachers. Information is provided within one week of the plan development, before the start of a new academic year, and/or during the year, when appropriate.
 - g. Verifying implementation of 504 plan and is available to problem-solve when issues or concerns arise.
 - h. Scheduling periodic reviews, according to the 504 plan timeline or at least annually. Provides for a review prior to any significant change in placement.
 - i. Serving as a resource for eligible students.
3. Other duties shall include:
 - a. Sharing knowledge, skills, information, and perspective to facilitate an effective 504 program.
 - b. Collaborates with administration to ensure that the focus of the 504 program is aligned with the District Ends Policy and with the development priorities of students. Ensures issues and/or concerns are address with school administrators in a timely manner.

General Work Responsibilities: The ability to work in a collaborative team environment is essential to the employee's successful job performance. Regular attendance in accordance with established scheduled days/hours.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of 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: Vermont Teacher's license and five (5) or more years teaching experience required.

Language Skills: Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from others.

Mathematical Skills: Ability to apply math concepts to practical situations.

Reasoning Ability: Ability to solve practical problems and deal with various situations. Ability to interpret instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities: Willingness to observe and be observed. Ability to apply and share knowledge of current research and theory specific to assigned instructional academics program. Ability to plan and implement plans based on content and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers, and parents. Skilled in oral and written communication. Ability to perform duties with awareness of all district requirements and School Board policies. Demonstrated ongoing commitment to workplace diversity, sustainability, and delivering exceptional customer service.

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, talk, and hear, and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 20 pounds. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by the job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

Terms of Employment: School Year or as specified on the Memorandum of Agreement.

Evaluation: Performance will be evaluated at least annually.

Date approved: 5/2014 J. Godek

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and the ADA Amendments Act of 2008 (P.L. 110-325), which became effective on January 1, 2009 is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____

Employee Signature _____ Date _____