

FRSD 504 COORDINATOR

Background and Position Description

This document gives a brief background to the position of a *Section 504 Coordinator* and provides a sample job description you may use as a template.

What is a Section 504 Coordinator?

Under Section 504 of the Rehabilitation Act of 1973, each school district that receives federal financial assistance must designate at least one employee to coordinate the district's compliance with its responsibilities under Section 504. Some school districts designate one employee to serve as both the Section 504 and Title II Coordinator. This document only covers the duties of the Section 504 Coordinator.

The district should document that it has communicated these responsibilities to the Section 504 Coordinator. One way of accomplishing this is to have the Section 504 Coordinator sign and date their job description.

The Section 504 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 Section 504, discrimination based on disability, and disability harassment.

The school district should ensure that the Section 504 Coordinator receives appropriate and ongoing training. The district should clearly communicate the responsibilities and expectations of the position with the Section 504 Coordinator, and should provide them with the time and resources needed to effectively perform these duties.

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

FRSD Section 504 Coordinator Job Description

Name: BRIAN BRANDS Title: DIRECTOR OF SPECIAL EDUCATION

School District: FERN RIDGE SCHOOL DISTRICT

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, 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 Section 504. They are also responsible for the district's Section 504 complaint process/grievance policy, and ensure prompt and impartial investigations occur.

Responsibilities

- Ensure the school district's nondiscrimination statements, access information, grievance procedures and other disability-related policies are up-to-date, posted, and distributed as required.
- Ensure that services, activities, websites, and facilities are accessible to and usable by people with disabilities.
- Ensure that the district's Section 504 complaint process/grievance policy is aligned with federal and state law.
- Receive and respond to complaints regarding accessibility of services, activities, websites, and facilities, and ensure prompt and impartial investigations occur and that complainants are notified of the outcomes.
- Ensure staff understand their responsibilities under Section 504.
- Ensure there is a system in each school building for responding to 504 concerns in a timely and appropriate manner.
- Establish consistent procedures for notification of rights, referral, evaluation, planning and implementation for students with disabilities under Section 504.
- Stay informed about developments in both educational interventions and legal requirements for students with disabilities under Section 504 and provide training to other staff in these areas.
- Ensure that 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 U.S. Department of Education's Office for Civil Rights (OCR) investigations.

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 OCR.

Preferred Qualifications

Candidates who are the most competitive will possess the following background, skills, and experience:

- previous 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

Brian Brown 08-22-22

Signature of Title II Coordinator

Date

[Signature] 8-23-22

Superintendent Signature

Date