

## **SCHOOL 504 COORDINATOR**

### **Purpose Statement**

The job of School 504 Coordinator was established for the purposes of assisting the schools in providing 504 services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining 504 services in compliance with established guidelines.

This job reports to the Principal

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### **Essential Functions**

- 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 policies and procedures, and/or monitoring 504 program components.
- Facilitates 504 meetings for the purpose of identifying issues, developing recommendations, and supporting other staff.
- Manages and plans 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.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math functions; review and interpret technical information and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

### **Responsibility**

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience within specialized field is required.

**Education** Bachelor's degree in job related area.

### **Requirement**

This is a certified position.

### **Certificates & Licenses**

Valid Tennessee Teaching or  
School Counselor License

### **Continuing Educ./Training**

None specified

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Exempt

### **Approval Date**

### **Salary Grade**