

STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION

TITLE: Section 504 Coordinator

Classification: Administrative Assignment

Reports to: Superintendent

PURPOSE STATEMENT

The Section 504 Coordinator is responsible for coordinating and monitoring the district's compliance with Section 504 and Title II of the ADA. The coordinator provides oversight of prevention efforts to avoid Section 504 and ADA violations from occurring and works cooperatively with the Executive Director of Human Resources. The 504 coordinator implements the district's discrimination complaint procedures with respect to allegations of Section 504/ADA violations, discrimination based on disability, and disability harassment and investigates complaints alleging violations of Section 504/ADA, discrimination based on disability, and disability harassment.

ESSENTIAL FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary.

Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Provide guidance to the district related to current laws, regulations, and guidelines related to disability discrimination in public schools, including Section 504, Title II of the ADA, and chapters 28A.642 RCW and 392-190 WAC, as well as rules and guidelines adopted by OSPI and the U.S. Department of Education's Office for Civil Rights (OCR).
- Be familiar with resources and information available from OCR and OSPI's Equity and Civil Rights Office.
- Serve as the district's liaison to OSPI's Equity and Civil Rights Office and OCR for issues regarding Section 504/ADA and disability discrimination generally
- Responsible to update Section 504/ADA Coordinator contact information with OSPI's Equity and Civil Rights Office as needed.
- Facilitate the implementation of the district's policies and procedures related to Section 504/ADA and monitor compliance consistently across the district.
- Coordinate revisions to district policies and procedures related to Section 504/ADA, as necessary, to ensure they are up to date and consistent with current requirements under these laws.
- Develop a systematic process for monitoring both district and building level compliance with Section 504 requirements, including but not limited to:
 - Child find responsibilities
 - Parental consent before all initial evaluations and initial placement
 - Written notice to parents, including notice of procedural safeguards, before any actions are taken regarding identification, evaluation, or placement under Section 504
 - Team-based decision-making regarding evaluation and placement of students under Section 504.

- Dissemination of Section 504 plans to appropriate staff
- Periodic re-evaluations of all students who are eligible under Section 504, at least every three years
- Manifestation determination requirements for disciplinary changes in placement under Section 504.
- Participate on Section 504 teams as needed
- Coordinate training for building-level Section 504 designees, and ensure that they are informed about their job responsibilities.
- Collect and maintain all Section 504 data, such as Section 504 plans, evaluation reports and related records, lists of eligible students, discipline records, etc.
- Coordinate due process hearings when requested.
- Continually monitor the reduction of architectural barriers for individuals with disabilities
- Receive and process requests for reasonable accommodations at school and district events. Coordinate with the district's human resource office to facilitate the provision of reasonable accommodations for district employees with disabilities.

In coordination with the district's Civil Rights Compliance Coordinator:

- Regularly review the district and building publications to ensure that they include a consistent nondiscrimination statement with all necessary protected classes identified and the name of the Section 504 Coordinator, Title IX Officer, and the Civil Rights Compliance Coordinator.
- Insure the district uses effective methods to annually inform all students, parents, and employees about the district's discrimination complaint procedure, such as in staff and student handbooks.
- Ensure that copies of the complaint procedure and any related forms are available in each school building to provide to students, parents, staff, and others who allege discrimination or discriminatory harassment.
- Provide support and training to administrators about requirements under Section 504/ADA, staff responsibilities, complaint procedures, and related district policies and procedures.
- Disseminate information and coordinate training for students and/or parents about their rights under Section 504/ADA and the district complaint procedure.
- Advise the superintendent and school board regarding the status of the districts compliance with Section 504/ADA.
- Receive and respond to inquiries from students, parents, staff, administrators and others regarding Section 504/ADA, disability discrimination, and harassment based on disability.
- Serve as a resource for administrators, district- and building-level staff, and Section 504 teams about Section 504/ADA, disability discrimination, and harassment based on disability.
- Respond to students, parents, staff, administrators, and others who report suspicion of Section 504/ADA, disability discrimination, and harassment based on disability. The coordinator should investigate these concerns, institute corrective actions when appropriate, inform the individual about the district's complaint procedures, and assist individuals in filing complaints when needed.

- Implement the district's discrimination complaint procedure with respect to allegations of Section 504/ADA, disability discrimination, and harassment based on disability; receive and process complaint; and oversee the step-by-step process to be sure that timelines are met.
- Conduct and/or coordinate investigations of Section 504/ADA complaints in accordance with the district's discrimination complaint procedures.
- Upon completion of the investigation, provide the superintendent with a written report of the complaint and results of the investigation in time for the superintendent to respond to the complainant within 30 days after the district initially received the complaint.
- Organize and maintain records of all Section 504/ADA, disability discrimination complaints filed including all formal and informal complaints. At least annually, review complaint files to ensure that the district's complaint procedures and timelines are consistently being followed.
- Participate in the development and implementation of the school district's instructional materials policy and bias review criteria.
- Work with the Assistant Superintendent of Teaching and Learning to ensure that the district evaluates all textbooks and instructional materials for bias, update bias review criteria as needed and participate on the instructional materials committee when appropriate.
- Participate in the development and implementation of the school district's process to routinely review disaggregated student discipline data and course and program enrollment data to identify and address potential disparities and systemic barriers based on disability.
- Monitor school programs activities, and services to ensure that all students are given equal opportunity to participate without discrimination based on disability.
- Coordinate with the Human Resources office to evaluate employment criteria, recruitment, compensation, job classification, benefits, and advertising to ensure that they are not discriminatory on the basis of disability.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

- Strong oral and written communication skills and strong active listening skills.
- Knowledge of Section 504/ADA Requirement - a working knowledge of current laws, regulations and guidelines related to disability discrimination in public schools.
- Knowledge of resources and information available from OSPI and OCR
- Ability to work with a wide variety of audiences.

Working Environment

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Work is typically performed in an office environment; regularly required to focus on a computer screen for prolonged periods; may be necessary to interact with difficult or distraught individuals and assist in solving complex problems.

Experience

- The individual should be sufficiently knowledgeable of the laws, regulations, and guidelines to perform the duties of the position.
- Experience in investigative strategies and techniques.
- Administrative experience required

Special Requirements

- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

Continuing Ed./Training

Training appropriate to the position

Certificates**FLSA Status:**

Exempt

Salary Range:

Classification History

Job Description Developed: 12/6/13

Revised:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.