

Sioux Falls School District 49-5

JOB DESCRIPTION

DEPARTMENT:

HEALTH SERVICES

JOB TITLE:

BUILDING 504 COORDINATOR

REQUIREMENTS:

A. Education Level:

Bachelor's degree

B. Experience Desired:

Experience working with students with disabilities.
Previous experience with 504 plans.

C. Physical Requirements:

Constant hand-eye/mind-eye coordination, hearing; intermittent keyboarding, use of wrists, hands, fingers, speaking, typing and writing. Frequent filing, sitting, standing and walking.

D. Other Requirements:

Excellent oral and written communication skills, computer competency in word processing, spreadsheet and database. Demonstrate ability to work well with others. Strong organizational skills.

REPORTS TO:

Building Principal and/or Supervisor

RECEIVES GUIDANCE FROM: District 504 Coordinator

DATE:

May 2017

ESSENTIAL FUNCTIONS AND DUTIES:

1. Receives the 504 referral and initiates the 504 evaluation.
2. Is responsible for ensuring the completion of the evaluation, which includes gathering relevant data including but not limited to parent input, teacher input, medical documentation, educational documentation.
3. Sets up the 504 eligibility meeting by contacting and inviting parents/guardians and determines and invites additional appropriate team 504 Team members.
4. Leads the 504 meeting and fills out the appropriate paperwork at the meeting.
5. Ensures that copies of the 504 EEAP (including care plans) are provided to all staff expected to implement the plan.
6. Ensures the original 504 EEAP and related documents are placed in a red folder in the student's cumulative folder.
7. Sends a copy of all 504 EEAP's, eligibility paperwork, and communication regarding students who move to IEPs to the District 504 Coordinator/ Health Services Supervisor at IPC.
8. Is responsible for ensuring the student's 504 case manager completes the annual 504 review.
9. Sets up a tracking system for all 504 plans in the building, and initiates the 3-year

reevaluation when it is due.

10. The Building 504 Coordinator may also be the Case Manager of a 504 plan.

11. Attends all training sessions scheduled for Building 504 Coordinators.

12. Performs other duties as assigned.

WORKING CONDITIONS:

A. Inside Outside Both
 XXX

B. Climatic Environment:

Climate controlled environment with some temperature variations.

C. Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard.

D. Work Year

Extra duty/extra pay positions are for a fiscal year (July 1-June 30). Duties of the positions may be performed anytime during this period depending upon the position/season.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name