

JOB DESCRIPTION

Job Title: District 504 Coordinator
Employment: 214
Salary: Extra Duty Salary Schedule
Supervises: N/A
Reports to: Principal and Director/Supervisor of Student Services

Qualifications:

- Valid certified teaching certificate
- Minimum two years teaching experience
- Work positively and productively with district administration, principals, teachers, coaches, families and students

Required Skills:

- Understand and carry out oral and written directions with minimal accountability controls.
- Communicate effectively orally and in writing.

Essential Functions:

- Ensure implementation of Section 504 procedures for all Balsz School District schools
- Coordinate referrals
- Determine appropriate Section 504 team composition
- Facilitate evaluation/eligibility determination
- Provide notices and consents
- Develop Section 504 plans
- Monitor implementation of Section 504 plans
- Schedule annual reviews of each Section 504 student
- Assure that Section 504 plans move with the student to the next level or new school
- Serve as a daily resource to the building administrators, teachers, parents/guardians, and community members regarding Section 504 issues
- Advises the school administrator regarding discipline issues and procedures for Section 504 eligible students being considered for suspension or expulsion
- Serves as a liaison between the school building and other District staff regarding Section 504 issues
- Attends District Section 504 trainings and meetings
- Maintain compliant building records and documentation for all eligible Section 504 students and provides copies to the Director and/or Supervisor of Student Services.

Physical Demands:

The physical demands described here are representative of 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 continuously required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must

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regularly lift and/or move up to 20 pounds and occasionally lift/or move up to 30 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and the ability to adjust focus.

How to Apply:

Applications can be obtained from the Balsz School District office via a website at www.balsz.org. District employees applying for this position are required to submit an application on the website.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and isn't an exhaustive list of duties performed for this position. Balsz is an Equal Opportunity Employer.

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