

**Job Title:** Section 504 Coordinator  
**Reports to:** Director of Section 504  
**Dept/School:** Royse City High School

**Primary Purpose:**

*To lead the campus-level Section 504 process by ensuring students with qualifying disabilities are identified and provided with the necessary accommodations to succeed in the general education environment without discrimination.*

**Qualifications:**

Education/Certification

- *Bachelor's degree from accredited university*
- *Valid Texas teaching certification with required endorsements*
- *Master's degree from accredited university*
- *Valid Texas teaching certificate with Mid-Management or Principal Certification*

Special Knowledge/Skills

- Minimum 5 years of professional school-based leadership experience preferred
- Strong organizational, communication and interpersonal skills
- Demonstrates ability to cultivate relationships and motivate a team
- Experience working with students with disabilities and knowledge of various accommodation strategies
- Ability to communicate effectively with parents of students with disabilities
- Ability to analyze, interpret, and use student data to guide instruction for students
- Excellent team player, with willingness to be hands-on
- A positive, high-energy attitude and a driver for personal excellence

**Major Responsibilities and Duties:**

Program Management

- Developing a working knowledge of current laws, regulations, and guidelines related to Section 504
- Facilitating the implementation of Section 504 policies and procedures
- Providing ongoing training and support to staff regarding Section 504 and the implementation of the Section 504 procedures
- Serving as a daily resource to building administrators, building level teams and community members regarding Section 504. The 504 Coordinator will assist school staff with:
  - Coordinating referrals
  - Facilitating evaluations/eligibility determinations
  - Providing notices and consents
  - Developing 504 plans
  - Monitoring the implementation of 504 plans
  - Scheduling annual/reevaluation reviews of 504 students

- Assuring that 504 plans move with the student to the next level or new school
- Advising in regards to discipline issues and procedures for Section 504 eligible students
- Participating on Section 504 team
- Overseeing the collection and maintenance of all Section 504 data (eligibility summaries, section 504 plans, etc.) for future reference
- Serving as a liaison between the school building and other Central Office staff regarding Section 504
- Participate as the LEA representative in campus Section 504 meetings

#### Professional Growth and Development

- Develop needed professional skills appropriate to job assignment.
- Attend and participate in professional development as required to support the instructional program.

#### **Additional Duties**

Royse City ISD retains the right to adjust the responsibilities and assignments of all positions as needed to meet the needs of the District.