

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 2205  
Instructional

FLSA: Exempt

<b>COORDINATOR, OTHER – Section 504</b>
<p><b>REPORTS TO:</b> Managing Officer, Psychological Services</p>
<p><b>SUPERVISES:</b> Not Applicable</p>
<p><b>QUALIFICATIONS:</b> Master’s degree from an accredited college or university. State certification in Exceptional Student Education or a related field. Five (5) years of related professional experience, including budget and resource allocation. Demonstrated knowledge of IDEA-laws and regulations.</p> <p><b>PREFERRED:</b> Demonstrated knowledge of Section 504 laws and regulations</p>
<b>MAJOR FUNCTION</b>
<p>Assists the Guidance Services Specialist in the development and implementation of Section 504 requirements in the elementary, middle and high schools.</p>
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Develops and implements processes to monitor 504 Plan implementation</li> <li>• Assists schools in monitoring the integrity of the 504 accommodation plans</li> <li>• Assists schools in developing processes for entering 504 data in Portal</li> <li>• Collects and analyzes data for accurate reporting to the State and McKay Scholarship requests</li> <li>• Provides short and long term planning to ensure compliance regarding eligibility and development of 504 plans for students with disabilities</li> <li>• Collaborates with student service staff and schools to resolve disputes that arise with parents and schools</li> <li>• Collaborates with school section 504 coordinators to plan, conduct, facilitate and evaluate professional development for school based personnel, district personnel and parents who are involved with students with 504 plan</li> <li>• Coordinates communication between stakeholders to support effective 504 implementation to optimize student outcomes</li> <li>• Demonstrates positive results in the implementation of the Student Services Strategic Plan</li> <li>• Utilizes appropriate information systems to monitor outcomes, e.g. Local Education Agency (LEA) Profile, results for Students with Disabilities (SWD), Florida Standards Assessment (FSA) / Florida Alternative Assessment results</li> <li>• Systematically shares data with district and school staff to assist in the monitoring of achievement of students with disabilities</li> <li>• Assesses customer satisfaction and plans for improvements</li> </ul>

**COORDINATOR, OTHER - Section 504**

<b>ESSENTIAL RESPONSIBILITIES (Continued)</b>
<ul style="list-style-type: none"><li>• Provides professional development to adult learners and increases their understanding of best practices and legal requirements</li><li>• Utilizes Student Services Strategic Plan results measures for program evaluation</li><li>• Assists district and school staff in demonstrating full and satisfactory implementation of Section 504 and related State Board of Education Rules</li><li>• Collaborates with the Department of Education, including grant staff, regarding implementation of State initiatives</li><li>• Participates in required state or federal compliance monitoring activities</li><li>• Develops and implements a plan for personal professional development</li><li>• Participates in relevant professional organizations</li><li>• Performs other related duties as required</li></ul>
<b>TERMS OF EMPLOYMENT</b>
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
<b>HISTORY OF JOB CLASSIFICATION</b>
ISSUED: 8/17/11 LM; REVISED FORMAT, ER, ADA, 5/13 LM; REVISED REPORTS TO, 5/15/19 LM; REVISED REPORTS TO, MQ, ER 09/18/19 LM

**COORDINATOR, OTHER - Section 504**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Coordinator, Other -Section 504 - INS