



504 Teacher Coordinator

JOB DESCRIPTION

The 504 Teacher Coordinator, under the direction of the Executive Director of Student Support Services, develops, supervises, coordinates, and evaluates the 504 program.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

- BA or BS in education required
- Master's degree preferred
- Three years teaching experience

DUTIES AND RESPONSIBILITIES

1. Develops and evaluates 504 procedural forms
2. Compiles data and information for analysis
3. Consults with school administrators, staff, teachers, and parents
4. Analyzes data and information to determine appropriate action to best serve students and remedy problems
5. Completes district records and reports pertinent to 504
6. May sit in on disciplinary hearings
7. May sit in on campus 504 meetings
8. Conducts workshops and discussion groups
9. Serves as liaison or intermediary
10. Develops awareness and acceptance of program by providing information and training on the nature and purpose of the 504 program
11. Works with the At-Risk population
12. Coordinates with other district programs impacting 504 (STAT, Special Education, etc...)
13. Coordinates the Homeless Program
14. Serves as District Parent-Programs Coordinator
15. Performs other duties as assigned

MENTAL DEMANDS

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the District and outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

PAY GRADE: Teacher Pay Scale

NUMBER OF DAYS: 197

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

Revised 12/12/07