



EDUCATION . . .  
*Road To Success*

## HANCOCK PLACE SCHOOL DISTRICT

**SECTION: 100 Central Office Administration**  
**TITLE: 006 Coordinator of Section 504**

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<b>TITLE:</b>	Coordinator of Section 504
<b>QUALIFICATIONS</b>	Superintendent of Schools
<b>REPORTS TO / EVALUATED BY:</b>	Board of Education
<b>SUPERVISES:</b>	N/A
<b>TERM OF POSITION:</b>	N/A
<b>SALARY:</b>	N/A
<b>VACATION:</b>	N/A
<b>CONTRACT:</b>	N/A
<b>JOB GOAL:</b>	The goal of the Coordinator of Section 504 is to ensure that the school district is in compliance with all Section 504 guidelines.
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>* The Coordinator of Section 504 will be responsible for developing a systematic procedure for monitoring Section 504 compliance.</li><li>* The Coordinator of Section 504 will inform district personnel of the Coordinator's responsibilities and conduct periodic updates for the staff on Section 504 activities.</li><li>* The Coordinator of Section 504 will ascertain that an annual notice of the Section 504 coordinator's name, address, and phone number is placed in school catalogs, handbooks, etc.</li><li>* The Coordinator of Section 504 will be responsible for developing a grievance procedure for use by students and staff, providing information about the availability and use of the grievance procedure, and maintain a record of all grievance problems and solutions.</li><li>* The Coordinator of Section 504 will disseminate information about student rights relating to Section 504 compliance.</li><li>* The Coordinator of Section 504 will disseminate information about facility accessibility relating to Section 504 compliance.</li><li>* The Coordinator of Section 504 will provide ongoing reviews of district bulletins, catalogs, board policies, counseling procedures, yearbooks, and administrative regulations and practices related to Section 504 compliance.</li><li>* The Coordinator of Section 504 will review student-sponsored organizations and suggest criteria for Section 504 compliance.</li><li>* The Coordinator of Section 504 will become familiar with resources/information for assistance with LEA self-evaluations and remediation available from the Office of Civil Rights.</li><li>* The Coordinator of Section 504 will assure that cooperative training agreements and/or LEA contracts have appropriate nondiscrimination statements.</li></ul>