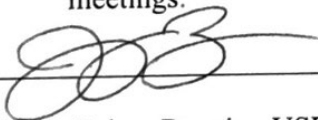


504 Coordinator Responsibilities

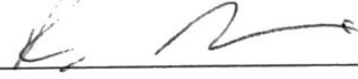
1. Manage and ensure effective 504 plan implementation to promote accessibility and universal design principles within the school environment to ensure that all students, including those with disabilities, have equitable access to educational resources, programs, and facilities.
2. Collaborate with teachers, parents, district nurse, site administrator and other pertinent specialized school personnel to determine who is eligible and to develop individualized accommodation plans (504 Plans) for eligible students; outlining the specific accommodations and services needed to ensure equal access to education.
3. Coordinates Section 504 referral process.
4. Serves as the primary point of contact for parents, students, teachers, and other stakeholders regarding Section 504 matters, including providing information about rights and responsibilities under the law.
5. Coordinate and oversee the evaluation process for students suspected of having disabilities, including gathering information from teachers, parents, and other relevant sources.
6. Schedule, organize, and conduct annual or bi-annual reviews of each Section 504 student.
7. Maintain accurate records and documentation related to Section 504 evaluations, eligibility determinations, accommodation plans, and communications with stakeholders.
8. With the site administrator, determine, if needed, any state testing accommodations that will need to be put in the testing system.
9. Attends regularly scheduled professional development and Section 504 training meetings.



Johnny Baker, Banning USD

9/6/2024

Date



Randy Robinson, BTA Representative

9/6/2024

Date