



Job Description Montgomery Independent School District

Job Title: Coordinator, 504 – Elementary Campus

Exemption Status: Exempt

Reports to: 504/Dyslexia Services Coordinator/Campus Principal

Date Revised: April 2025

Dept./School: Specialized Learning Department

Salary: Teacher Hiring Schedule – 197 Days

Primary Purpose:

Facilitate the planning, evaluation, and delivery of the Section 504 program.

Qualifications:

Minimum Education/Certification:

- Master's degree, preferred
- Valid Texas teaching certificate with required endorsements for subject and level assigned

Special Knowledge/Skills:

- Specific knowledge of providing Section 504 services
- General knowledge of curriculum and instruction
- Strong organizational, communications, and interpersonal skills
- Knowledge of curriculum in the instructional setting
- Ability to develop and deliver training to adult learners
- Ability to facilitate and/or lead meetings related to Section 504

Experience:

Minimum of three years successful teaching experience

Major Responsibilities and Duties:

1. Implement the district's policies and procedures related to Section 504 at assigned campuses.
2. Provide ongoing training and support to staff and parents about requirements under Section 504, staff responsibilities and related district policies and procedures.
3. Assist campus staff and 504 committee members in developing intervention plans for students.
4. Communicate effectively with students, staff, parents, and community.
5. Collaborate with district and campus staff for effective implementation of 504 plans.
6. Assist with monitoring 504 plans on assigned campuses.
7. Assist with the monitoring of referral processes and evaluation timelines.
8. Provide opportunity for staff development for the administrative staff and teachers.
9. Plan the necessary time, resources, and materials to support accomplishment of educational goals.
10. Assist with coordinating and monitoring compliance with Section 504 regarding discrimination and harassment based on disability and child find responsibilities.
11. Meet regularly with the district Section 504 coordinator to ensure compliance and understanding of legal requirements.

12. Comply with district policies, as well as state and federal laws and regulations.
13. Adhere to the district's safety policies and procedures.
14. Maintain confidentiality in the conduct of district and campus business.
15. Demonstrate regular attendance.
16. Other duties as assigned.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse

Lifting: Occasional light lifting and carrying (under 15 pounds)

Environment: Frequent districtwide and occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress. Occasional prolonged and irregular hours.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Printed Name _____ ID # _____ Campus _____

Signature _____ Date _____