

504 Case Management 2023-24
Information and Roles and Responsibilities.

504 Coordinator(s)

Duties:

- Works with the school nurse and school principal to develop 504 case management plan for the year (which students need re-evaluated (3 year), which students are IHP students, etc.)
- Works with the school nurse and school principal on processing new 504 plan referrals.
- Schedules 504 meetings
- Invites attendees.
- Completes 504 paperwork including the accommodation plan for student plans needing academic-related accommodations.
- Facilitates the 504 meeting.
- Acts as the point of communication for parents regarding 504 questions or concerns.
- Participates in 504 trainings as scheduled but at least annually.
- Receives training and implements PowerSchool 504 with District support.

Compensation:

For the 2023-24 school year, compensation will be provided via a stipend, to be paid at the end of the school year. The final stipend amount will be based on the number of 504 plans the 504 Coordinator completes during the year. Each coordinator has been provided a base stipend determined by the number of active 504s at their building the previous year. This base stipend will compensate a base number of IEPs at the rate of \$500 per eleven (11) 504 plans. At the end of the year each coordinator will verify the number of 504's completed. If the number of completed 504s exceeds the number the base stipend was based on, the coordinator will be compensated for the additional 504s at the rate of \$45 per 504. If the number of completed 504s is equal to or less than the 504s used to determine the base stipend, the coordinator will receive the base stipend amount. See the attached table for examples. Stipends may be split between individuals and can be held by any certificated staff member. Preference should be given to those with experience in this work.

School Principal (or designee(s))

- Provides oversight of case management with school nurse and 504 coordinator input.
- Provides oversight of new referrals for 504 evaluations with school nurse and 504 coordinator input.
- Participates in 504 meetings.

- Ensures students with 504s are familiar to staff and ensures staff provide the accommodations outlined.
- Intervenes and engages in dispute resolution when 504 plans or processes are in question.

School	504s 2022 -23	# of 504s covere d with Stipen d	Base Stipend 2023-24	Total 504s Completed 2023-24	Number of 504s completed over base X \$45	Stipend Total to be paid July 2024
<i>Example A</i>	8	11	\$500	14	3	\$635
<i>Example B</i>	36	33	\$1500	24	0	\$1500
Eastgate	5	11	\$500			
Westgate	8	11	\$500.00			
Amistad	4	11	\$500.00			
Cascade	8	11	\$500.00			
Canyon View	1	11	\$500.00			
Southgate	7	11	\$500.00			
Amon Creek	10	11	\$500.00			
Hawthorne	2	11	\$500.00			
Vista	6	11	\$500.00			
Sage Crest	12	17	\$750.00			
Edison	8	11	\$500.00			
Lincoln	8	11	\$500.00			
Ridgeview	4	11	\$500.00			
Cottonwood	21	17	\$750.00			
Sunset View	4	11	\$500.00			
Fuerza	4	11	\$500.00			
Washington	2	11	\$500.00			
Desert Hills	47	44	\$2000.00			
Chinook	36	33	\$1,500.00			
Highlands	14	22	\$1,000.00			
Park	18	22	\$1,000.00			
HHH	34	33	\$1,500.00			
Kamiakin	79	66	\$3000.00			
Southridge	59	55	\$2,500.00			
Kennewick	63	55	\$2,500.00			
Legacy/Phoenix/Endeavor	37	33	\$1500.00			
MCP	0	11	\$500.00			

